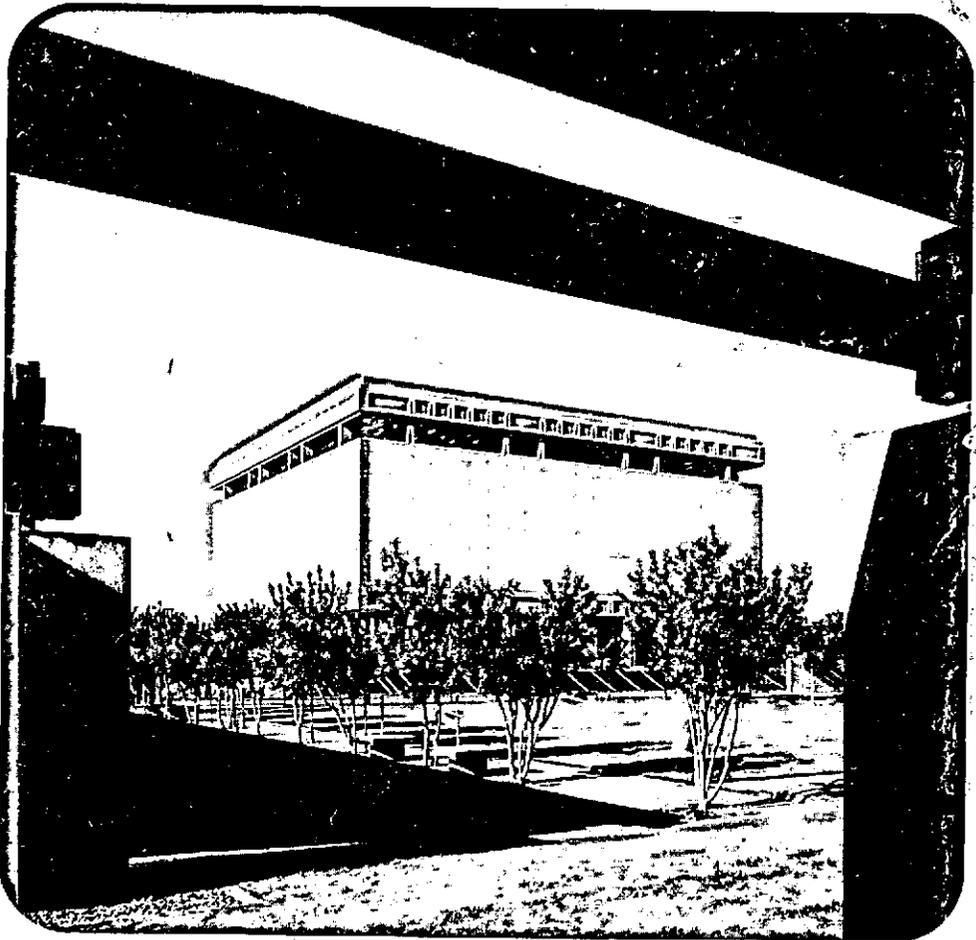


*Bonnie. Prummer*

**SOUTHWESTERN  
OREGON  
COMMUNITY  
COLLEGE**



**GENERAL CATALOG 1971-1972**

**SOUTHWESTERN  
OREGON  
COMMUNITY  
COLLEGE**

A public two-year  
community college  
in its eleventh year

## SOUTHWESTERN OREGON COMMUNITY COLLEGE GENERAL CATALOG

This catalog has been designed for your convenience in planning your post-high school or continuing education. It is divided into divisions which will quickly enable you to find descriptions of programs and individual courses. It is the stated purpose of Southwestern Oregon Community College to be of service to the citizens of the Area Education District comprised of Coos and Western Douglas Counties by providing learning opportunities for students aspiring to college degrees, or a career in a technical field; for adults seeking cultural or general education experiences, and for employed persons desiring to gain new skills or to keep abreast of new developments in their field.

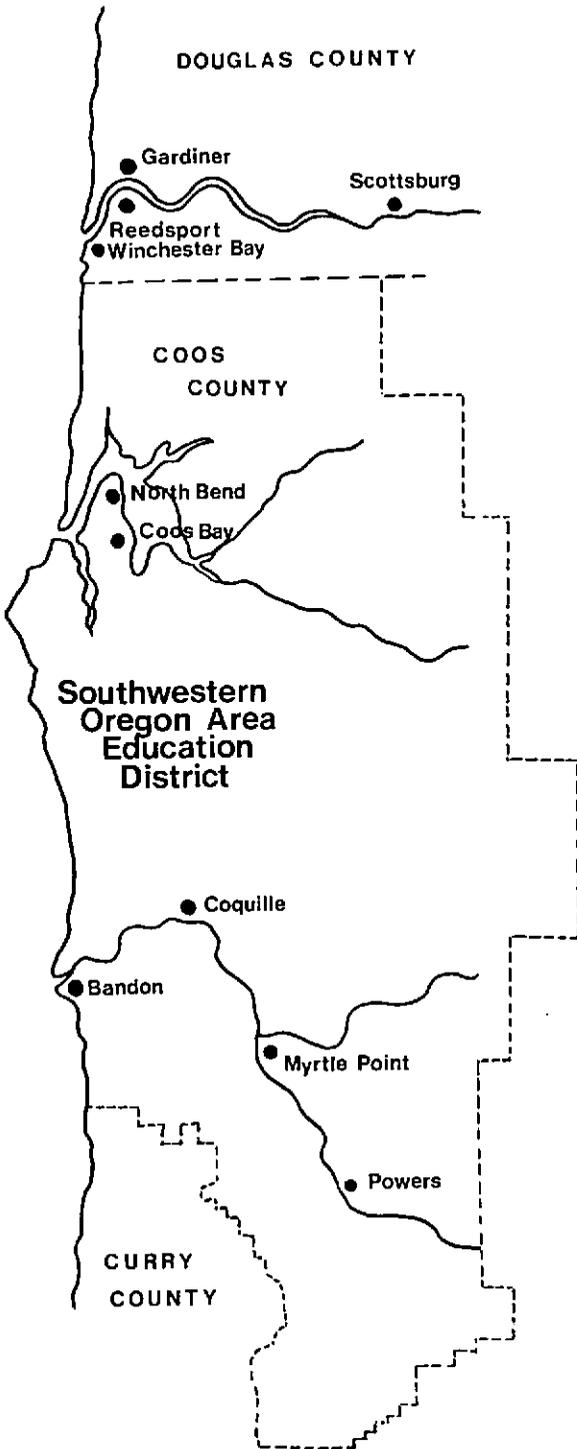
**NOTE —** This catalog includes complete course listings in each instructional division. Ordinarily courses with an alphabetical prefix, such as "Wr 111 English Composition" or "Ch 104 General Chemistry," are transferable to other institutions of higher learning.

Courses with a numerical prefix, such as "1.111 Communications" or "4.150 Welding I," ordinarily are not transferable since they are specifically planned for Vocational-Technical or Adult Education purposes.

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# DISTRICT MAP



## OREGON'S COMMUNITY COLLEGE SYSTEM

Community colleges in the State of Oregon now number 13. To learn of the opportunities offered at the other community colleges, we remind you that catalogs for these schools are available in the office of Student Services in Dellwood Hall, the administration building, or the library.

### CENTRAL OREGON COMMUNITY COLLEGE

College Way  
Bend 97701  
Phone: 382-6112

### BLUE MOUNTAIN COMMUNITY COLLEGE

2410 N.W. Carden Ave.  
Box 100, Pendleton 97801  
Phone: 276-1260

### CLACKAMAS COMMUNITY COLLEGE

19600 S. Molalla Ave.  
Oregon City 97045  
Phone: 656-2631

### CHEMEKETA COMMUNITY COLLEGE

4389 Satter Drive N.E.  
Salem 97303  
Phone: 585-7900

### LANE COMMUNITY COLLEGE

4000 E. 30th Ave.  
Eugene 97405  
Phone: 747-4501

### CLATSOP COMMUNITY COLLEGE

16th and Jerome  
Astoria 97103  
Phone: 325-0910

### MT. HOOD COMMUNITY COLLEGE

26000 S.E. Stark  
Gresham 97030  
Phone: 665-1561

### LINN-BENTON COMMUNITY COLLEGE

203 W. First Avenue  
Albany 97321  
Phone: 926-6092

### SOUTHWESTERN OREGON COMMUNITY COLLEGE

Coos Bay 97420  
Phone: 888-3234

### PORTLAND COMMUNITY COLLEGE

12000 S.W. 49th Ave.  
Portland 97219  
Phone: 224-6111

### ROGUE COMMUNITY COLLEGE

P. O. Box 638  
Grants Pass 97526  
Phone: 479-6331

### UMPQUA COMMUNITY COLLEGE

Box 967  
Roseburg 97470  
Phone: 672-5571

### TREASURE VALLEY COMMUNITY COLLEGE

650 College Boulevard  
Ontario 97914  
Phone: 896-6493

**BOARD OF EDUCATION  
SOUTHWESTERN OREGON AREA EDUCATION DISTRICT**

Ben R. Chandler, Jr., Coos Bay  
 Robert Detlefson, Myrtle Point  
 Merlen L. Freeman, Coos Bay  
 Karl Gehlert, Coos Bay  
 Lloyd Kuni, Coos Bay  
 Mrs. Maxine Mauney, Coquille  
 Ralph P. Stuller, Reedsport

**BUDGET COMMITTEE**

Karl Arney, Coos Bay  
 Cedric Cross, Riverton  
 Fred Eason, Coos Bay  
 Tom D. Guerin, Myrtle Point  
 Harry Maxwell, Reedsport  
 Mrs. Ruth Prahar, Bandon  
 A. P. Stinchfield, North Bend

**OREGON BOARD OF EDUCATION**

Dr. Dale P. Parnell, Superintendent of Public Instruction  
 Carrol DeBroekert, Assistant Superintendent for Community Colleges  
 Dr. Eleanor Beard, Lake Oswego  
 Richard F. Deich, Portland  
 Frank J. Van Dyke, Medford  
 Eugene H. Fisher, Oakland  
 W. Warren Maxwell, Lakeview  
 Francis I. Smith, Portland  
 Frank M. Warren, Portland

**STATE BOARD OF HIGHER EDUCATION**

Roy E. Lieuallen, Chancellor, OSSHE  
 George H. Corey, Pendleton  
 Charles R. Holloway, Jr., Portland  
 Robert D. Holmes, Portland  
 Elizabeth H. Johnson, Redmond  
 Philip A. Joss, Portland  
 George Layman, Newberg  
 Ancil H. Payne, Portland  
 John W. Snider, Medford  
 Ray T. Yasui, Hood River

## ADMINISTRATIVE OFFICERS

Jack E. Brookins, President of the College  
 Harvey N. Crim, Business Manager, Deputy Clerk  
 Dr. Tenison Haley, Dean of Student Services  
 Robert Miller, Coordinator of Community Services  
 James R. Piercey, Assistant Dean of Instruction  
 and Director of Vocational Education  
 Dr. John R. Rulifson, Dean of Instruction

## MEMBERS

### SOUTHWESTERN OREGON COLLEGE FOUNDATION, INC.

Mrs. Ken Rolfe, President, Powers  
 Mrs. Frances McKenzie, Vice-President, Powers  
 Mrs. C. J. O'Neill, Secretary, Coos Bay  
 Mrs. Eldon Brodie, Myrtle Point  
 Mrs. L. C. Garner, North Bend  
 James Hanna, Bandon  
 Henry Hansen, North Bend  
 Cecil Kemp, Bandon  
 Jesse J. Laird, Myrtle Point  
 Mrs. Jane Lyons, Coos Bay  
 David R. Philpott, Coquille  
 Mrs. C. A. Rietman, Coquille



**ABOUT SOUTHWESTERN OREGON COMMUNITY COLLEGE**

- |          |                        |                          |                         |
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|          | Campus Growth          | Selective Service        | General Education       |
|          | Accreditation          | Degrees-Requirements     | Advisory Committees     |
|          | Faculty-Administration | Learning Resource Center | Part-Time and           |
|          | Purposes               | Student Services         | Special Programs        |
|          | Community Services     | Advising-Counseling      | Occupational Extension  |
|          | Summer Session         | Financial Aid            | General Adult Education |
|          | Admission-Registration | Student Activities       | Continuing Education    |
|          | Tuition and Fees       |                          |                         |

**DIVISION OF ARTS**

- |          |                 |                   |         |
|----------|-----------------|-------------------|---------|
| <b>3</b> | Commercial Art- | Foreign Languages | Speech  |
|          | Sculpture       | Music             | Theatre |
|          | Fine Art        | Photography       |         |

**DIVISION OF BUSINESS**

- |          |                            |                     |
|----------|----------------------------|---------------------|
| <b>4</b> | Accounting and Bookkeeping | Data Processing     |
|          | Business Administration    | Secretarial Science |

**DIVISION OF ENGLISH**

- |          |                |            |         |
|----------|----------------|------------|---------|
| <b>5</b> | Communications | Literature | Reading |
|          | Journalism     | Philosophy | Writing |

**DIVISION OF LIFE SCIENCES**

- |          |             |                   |                               |
|----------|-------------|-------------------|-------------------------------|
| <b>6</b> | Agriculture | Home Economics    | Zoology                       |
|          | Botany      | Practical Nursing | Physical Education and Health |
|          | Biology     |                   |                               |

**DIVISION OF PHYSICAL SCIENCES**

- |          |                |                 |                 |
|----------|----------------|-----------------|-----------------|
| <b>7</b> | Apprenticeship | General Science | Automotive      |
|          | Aviation       | Mathematics     | Metals          |
|          | Chemistry      | Industrial      | Welding         |
|          | Construction   | Physics         | Wood Industries |
|          | Electronics    |                 |                 |

**DIVISION OF SOCIAL SCIENCES**

- |          |                 |                        |                   |
|----------|-----------------|------------------------|-------------------|
| <b>8</b> | Adult Education | Fire Science           | Law Enforcement   |
|          | Anthropology    | Geography              | Political Science |
|          | Economics       | History                | Psychology        |
|          | Education       | Industrial Supervision | Sociology         |

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## SOUTHWESTERN OREGON COMMUNITY COLLEGE

The College campus is beautifully situated on a 125-acre site, bordering the Empire Lakes in Coos Bay and adjacent to the city limits of North Bend. The Bay area urban population comprises the municipalities of Coos Bay, North Bend, Eastside and several unincorporated communities, numbering approximately 25,000 persons.

The area is noted for its recreational opportunities and its mild climate. Principal industries are timber, shipping, fishing and tourism. Coos Bay is the world's largest lumber shipping port, with flags of all nations moving in and out of the bay continuously.

### HISTORY

The 1971 graduating class was the 10th in the history of Southwestern Oregon Community College, beginning this fall its second decade of service to the educational needs of the district.

The course of study for lower-division students, adults seeking general education experiences; students training for technical occupations, and employed residents of the district seeking to keep abreast of new developments in their fields, or to learn new skills, have already touched directly an estimated 38,500 individuals.

The college district was formed and directors elected when voters gave their approval in a special election May 1, 1961. By September 25, 1961, the first day of classes for the new college had begun, with 266 students enrolled. Growth and acceptance is demonstrated by the fact that more than 2400 students enrolled during winter quarter 1971.

The first Southwestern Oregon Community College students met for classes in the old Sunset Avenue school near the airport in North Bend. The gymnasium, left over from the Navy's occupancy during World War II, was renovated and became a part of what is now known as the "North Bend Campus." Many classes were held at Marshfield High School in Coos Bay. Because of the lack of adequate space, evening programs predominated.

In 1962 the east wing of the Michigan Avenue school in Empire (now part of Coos Bay) was leased by the college. Several of the technical and business programs utilized the six rooms in the Empire school until fall 1964.

Administrative facilities which at first were divided between the North Bend Campus and Marshfield High School, also were expanded during 1962. The old hotel building became the college administration building, and facilities located at Marshfield High and at the airport moved "up the hill."

During the 1963-64 year, the college again expanded facilities by leasing the former Naval Reserve building near the airport. During this period Randolph Hall and Umpqua were constructed at the Empire Lakes campus.

In September 1964, Sitkum Hall, Coaledo Hall and Dellwood Hall were completed and available to the college.

Prosper Hall and the first two levels of Tioga Hall were completed in the fall of 1967. The additional three levels of Tioga - now known as the Learning Resource Center - were completed in the fall of 1969.

Total developed area of the campus is 40 acres, which includes the four new tournament standard tennis courts completed in the winter of 1971.

Existing facilities enable the college to emphasize day and night curricula. As a result, more full-time students are engaged in the various courses offered. Evening programs continue to constitute an important part of the total college offerings.

In the years ahead, further additions to the campus - including a College-Community Center, Fine Arts building, additional shop and laboratory space and development of the lakes - will be under consideration.

The campus had been planned to accommodate between 2500 and 3000 students by 1972. It has almost reached that goal this year.

## ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Association of Secondary and Higher Schools. In addition, the curricula and courses are approved by the Oregon State Department of Education.

## FACULTY

In all cases faculty members are approved by the Oregon State Department of Education.

The College is proud of its fine faculty, which has grown from 15 in 1961 to 61 full-time and 54 part-time instructors today.

## ADMINISTRATION

Representing the citizens of the district in the conduct of College affairs is the Board of Education of the Southwestern Oregon Area Education District. This seven-man board, assisted by three ex-officio board members representing students, faculty and staff, determines the policy which is administered by the College president. The Board is assisted by a seven-member Budget Committee.

President Jack E. Brookins is the chief administrator of Board of Education policies. He is assisted by the Dean and Assistant Dean of Instruction, Dean of Student Services, Coordinator of Community Services, and Business Manager.

In its endeavors, the College — with the active support of the residents of the district — has made progress, moving ahead to develop a positive heritage of tradition and experience. Southwestern Oregon Community College is serving the community — educationally, culturally and socially.

## PURPOSES

Southwestern Oregon Community College is an educational institution dedicated to the optimum development of individuals — and our functions are stated in those terms. College educational programs and services provide learning experiences for individuals who:

1. Need guidance and counseling to assist them in establishing and achieving educational, occupational, and personal goals;
2. Wish to broaden their general educational and cultural experiences;
3. Wish to pursue occupational education courses or programs which will prepare them for employment;
4. Wish to pursue instruction which will improve their occupational skills and knowledge;
5. Need preparatory or remedial instruction which will allow them to pursue other educational or personal goals;
6. Wish to pursue lower-division (freshman or sophomore level) courses or programs to allow them to transfer to four-year colleges and universities;
7. Wish to participate in programs and activities which will contribute to their general, occupational, or personal growth and development; and
8. Wish to utilize the resources of the college to promote the general welfare of the community.

## COMMUNITY SERVICE PROGRAM

The Community Service program of the College includes a wide variety of activities. The College cooperates with many community groups and agencies in the operation of a widely-based program. Included among the activities for the community, as well as the students, are lectures and forums, concerts, an annual film series, speakers bureau, special workshops and institutes. The College cooperates with such groups as the Division of Continuing Education; the League of Women Voters; Great Decisions; The Little Theatre on the Bay, and many other groups in the development of activities and programs.

The College continues to expand its off-campus activities to offer classes and workshops in other communities when there is need and sufficient demand to justify them.

## ADMISSIONS AND REGISTRATION

### WHO MAY ENROLL

Persons who are high school graduates and others who are 18 years of age and have the ability to profit from instruction may be admitted to the College. In special cases high school students may be admitted if they are recommended by their high school principal.

### ADMISSION PROCEDURE

To be officially admitted to the college as a regular student, the following items must be on file in the Admissions Office:

1. **Application for Admission to Southwestern Oregon Community College.** The application form may be obtained at the college or at one of the high schools in the college district.
2. **Official transcript of all high school work.** (If the student has passed the G.E.D. examination, the certificate should be presented). Although graduation from High School is urged, it is not required for enrollment at the college.
3. **Official transcript from all colleges and universities** which the student has attended since high school.
4. **Scores from the SWOCC placement tests** (scores from such entrance examination as the ACT, or CEEB, including SAT, English ACH, and Math ACH, may be filed to assist in advising). The SWOCC placement tests are given at regularly announced times throughout the year.
5. **New students are urged to visit the campus for an advising interview** some-time prior to fall term registration. Appointments can be made through the Student Services office.

### REGISTRATION PROCEDURE

Details of the final registration procedures are discussed with the student at the preregistration interview.

Each student must register in person.

A quarterly schedule of classes is published in advance of each registration period. This schedule contains specific registration instructions.

### WITHDRAWAL

Students desiring to withdraw from one or more courses (or from the college) must follow the appropriate procedure as outlined below:

Up to, and including, the Friday before finals week of the term, a student may withdraw by filing a change of program form with the Admissions Office. No record of the courses dropped will appear on the transcript and no grade is assigned.

It is recommended that withdrawal from one or more courses (or from the college) be considered only after consulting with a student's advisor and his instructors.

Responsibility for withdrawal rests with the student; ceasing to attend does not constitute withdrawal. Failure to withdraw may result in an "F" in the course. Under exceptional circumstances students may initiate withdrawal by a letter written to the Admissions Office.

### CHANGE OF REGISTRATION

For three weeks after start of classes, a student may drop courses, add courses, and change from credit to audit or audit to credit by completing course selection sheets and filing them in the Admissions Office. Students should check the academic calendar for drop-add deadlines and should check schedule of fees for possible fee changes.

**TUITION AND FEES**

Fees are payable in full at the time of verification of enrollment. The right is reserved to make changes in any and all fees at any time, except that fees announced for any given term may not be increased after the date announced for the registration in such term. This does not affect the right of the president of the college to levy special charges at any time should conditions make them necessary.

Payment of the stipulated fee entitles all students registered for academic credit, full-time and part-time, to all services maintained by the college for the benefit of students. These services include use of the library, use of laboratory equipment and materials in connection with courses for which the student is registered, counseling and testing services, subscription to the student newspaper, and admissions to certain events sponsored by the college. No reduction in fees is made to students who do not intend to avail themselves of these services.

**REGULAR TUITION**

**Regular students.** This applies to a program of eight or more credits (15 or more clock hours of Technical-Vocational work) per term ..... \$90.00  
 Note: Tuition as listed includes a \$10.00 student activity fee.  
 Out-of-district resident in state. In addition to full-time tuition, per term 45.00  
 Out-of-state tuition: In addition to full-time tuition, per term ..... 90.00  
 Practical Nursing Tuition: Payable in three installments (16 wk periods) 270.00  
 Matriculation Fee for Practical Nurse applicants payable at time of official acceptance. Not refundable but applies on tuition ..... 50.00

**Part-time students:**

Students registered for less than eight term hours in Liberal Arts subjects or less than 15 clock hours in Technical-Vocational or general education will pay individual course tuition as listed in the college schedule of classes each term.

Liberal Arts and Sciences courses. Per term hour ..... \$12.00  
 Technical-Vocational and General Education:  
 Per CLASS hour (approximate) ..... 6.00  
 Per LABORATORY hour (approximate) ..... 4.00  
 Out-of-district resident; additional course tuition ..... 50%  
 Out-of-state; additional course tuition ..... 100%

Note: The above amounts include student body fees.

Golden Age Club Members ..... No Tuition

**SPECIAL FEES**

Laboratory Fees for certain courses are assessed in varying amounts and are payable at time of registration.

Fees for special courses and programs not falling into the regular college pattern will have their fees determined by the administration of the college.

Staff Tuition: Liberal Arts Division—per credit hour ..... \$3.00  
 Technical-Vocational and General Education ..... 25% of Reg. Tuition  
 All full-time employees, with the approval of the president, may be admitted to one course each term. Part-time employees, if employed half-time or more, may register at the staff rate.

Performance Studies Fee—per credit hour .....\$30.00  
 Performance fees are special fees for each credit hour earned in the private study of voice or a musical instrument (Music 190 or 290).

Late Registration Fee: Full-time students - \$10 plus \$2/day to maximum of \$20; part-time students (1 or 2 classes) \$5 fee. (Charges begin after regular registration period ends).

Check Irregularity Fee ..... per day \$1.00  
 If institutional charges are met by a check which is returned because of any irregularity—NSF, illegible signature, etc. — a fine of \$1.00 per day will be charged, maximum \$5.00.

Reinstatement Fee ..... \$2.00  
 If for any reason a student has his registration canceled during a term but is later allowed to reenter, he must pay the reinstatement fee.

Transcript Fee .....	\$1.50 and \$1.00
Each student is entitled to his first transcript free. Subsequent copies will be furnished at the rate of \$1.00 first copy and \$.50 additional copies furnished simultaneously.	
Graduation Fee—paid 30 days prior to graduation .....	\$5.00
Audit Fee—same as regular fee.	
Special Final Examination Fee .....	\$2.00 per credit hour
Challenge Examination Fee .....	\$15.00

### TUITION OFFSET ALLOWANCE

A tuition offset plan established by the college board is in effect for students residing in the college district. An offset against tuition is made in accordance with the school district in which the student resides.

Bandon, Coquille, Reedsport, or students living beyond 15 miles from campus .....	25% Reduction
Myrtle Point .....	50% Reduction
Powers .....	100% Reduction

The above reduction will apply to the \$80.00 tuition charge for all students who are enrolled for 12 or more credits and whose legal permanent residence is within Southwestern Oregon Area Education District and located the above distances from the campus. All student body fees are due in addition to the tuition charge.

### REFUNDS

Students who withdraw from the college or drop courses may be entitled to refunds if they comply with regulations governing withdrawals:

- Any claim for a refund must be made in writing to the business office before the end of the term in which the claim originates.
- The amount of refund is calculated from the date the written withdrawal application is received and not from the date the student ceased attending classes. An exception to this rule may be allowed if it can be shown that filing of the withdrawal application was delayed for reasons beyond the student's control.
- The tuition refund schedule:
 

During the first week of the term .....	90%
second week of the term .....	70%
third week of the term .....	50%
fourth week of the term .....	30%
- No refunds will be authorized after the second session of special "seminars" or "workshops" scheduled for six weeks or less.
- Student body fees are nonrefundable.

### SUMMER SESSION

Southwestern Oregon Community College offers a variety of art, music and drama workshops, as well as lower division transfer courses and workshops and technical courses during the eight-week summer session.

The summer session staff is composed of distinguished visiting professors and the regular college faculty.

Summer courses are open to anyone with the ability to do college work. Those persons who wish to earn degrees and those who expect to attend regular sessions during Fall, Winter or Spring terms must meet standard admission requirements.

The summer schedule of courses is announced in a special bulletin, which may be received on request to the Student Services office at the college. Individual class listings will be found in this bulletin, with maximum fee for summer session of \$90.

For further information students should contact Admissions Office.

## ACADEMIC REGULATIONS

### CREDITS

The academic year consists of three quarters of approximately 12 weeks each. Each hour of credit usually indicates one hour of class per week during an entire quarter. Laboratory and activity courses usually require more than one hour of attendance per credit hour. The standard student load is 15 or 16 credit hours per quarter. To complete the 93 credits required for the Associate in Arts degree in two years, a student must average  $15\frac{1}{2}$  credits per quarter. While the unit requirements for the Associate in Science degree vary in the different curricula, the average number of units required is 96. In order to complete 96 units in two years, a student must average 16 units per quarter.

Permission to take a load of more than 18 credits will depend upon previous academic records, outside employment, and other factors. Application should be made to the Admissions Office.

### GRADING

The evaluation of a student's work is based upon a system of grades. A grade report is issued to the student each quarter after he completes his final examinations and after his credentials and financial obligations to the college are in order:

Grades	A - Exceptional - 4 points	F - Failure - No credit or points	
	B - Superior - 3 points	I - Incomplete - No credit or points	
	C - Average - 2 points	W - Withdrew - No credit or points	
Points	D - Low Passing - 1 points	X - Audit - No credit or points	
	S - Satisfactory - No points; credit as specified	U - Unsatisfactory - No credit or points	

The grade point average is determined by dividing the total grade points earned by the number of quarter hours attempted. W, I, X, S, and U grades and credits are not included in calculating the grade point average. Two examples of grade point average (GPA) computation follow:

STUDENT NAME		STUDENT NUMBER	H S	QTR	YEAR	ADVISOR
STUDENT JOE A		892470401	2	4	70	323
COURSE NUMBER	COURSE TITLE	CREDITS	GRADE	GRADE POINTS		
PE 180	BEG BADMINTON COED	1	F	00		
WR 112	ENGLISH COMP	3	B	09		
MTH 201	CALCULUS GEOMETRY	4	C	08		
Z 202	GENERAL ZOOLOGY	0	I	00		
ENG 102	SURVEY ENG LIT	3	C	06		
GPA - GRADE POINTS DIVIDED BY APPLICABLE				CREDITS		

#### GRADING SYSTEM

A - 4	Exceptional
B - 3	Superior
C - 2	Average
D - 1	Passing, Low
S - 0	Satisfactory
I - Incomplete	} No Credit or Points
W - Withdrew	
U - Unsatisfactory	
X - Auditor	

JOE A STUDENT  
ROUTE 1 BOX 2700  
COQUILLE OREGON 97423

	CREDITS COMPLETED	CREDITS APPLICABLE TO GPA	GRADE POINTS	GPA
PREVIOUS	14	14	32	2.29
CURRENT TERM	10	11	23	2.09
CUMULATIVE	24	25	55	2.20

STUDENT NAME		STUDENT NUMBER	H S	QTR	YEAR	ADVISOR
STUDENT JOE A		892470401	2	4	70	212
COURSE NUMBER	COURSE TITLE	CREDITS	GRADE	GRADE POINTS		
MTH 102	COLLEGE ALG TRIG	4	A	16		
PE 180	TUMBLNG/TRAMPOLINE	1	B	03		
BI 102	BIOLOGY	4	B	12		
CH 202	GEN CHEMISTRY	4	B	12		
WR 112	ENGLISH COMP	3	C	06		
GPA - GRADE POINTS DIVIDED BY APPLICABLE				CREDITS		

#### GRADING SYSTEM

A - 4	Exceptional
B - 3	Superior
C - 2	Average
D - 1	Passing, Low
S - 0	Satisfactory
I - Incomplete	} No Credit or Points
W - Withdrew	
U - Unsatisfactory	
X - Auditor	

JOE A STUDENT  
3275 SHERIDAN  
NORTH BEND OREGON 97459

	CREDITS COMPLETED	CREDITS APPLICABLE TO GPA	GRADE POINTS	GPA
PREVIOUS	16	16	45	2.81
CURRENT TERM	16	16	49	3.06
CUMULATIVE	32	32	94	2.94

## CHANGE OF GRADE

When it is necessary for any reason to change a grade, the instructor obtains a "Supplementary Grade Report" form from the Admissions Office. After the form has been completed, the instructor returns it to the Admissions Office in person. One copy is kept, one is mailed to the student, and one is returned to the instructor.

The instructor involved in a course for which a grade change is necessary is responsible for initiating the change. The student will receive notification of the recorded change by mail.

## COURSE NUMBERING

Liberal Arts transfer courses in the college catalog are numbered in accordance with courses throughout the State System of Higher Education.

- 1-49 Courses which usually carry no credit toward a Baccalaureate degree.
- 50-99 Beginning courses in subjects taught in high school which often carry credits toward a bachelor's degree.
- 100-110 Survey or foundation courses that satisfy group requirements.
- 200-210 In the language and literature, science, and social science groups.
- 111-199 Other courses offered at first-year and second-year level.
- 211-299 Normally, 100-199 numbers are considered freshman courses and 200-299 are considered sophomore courses.

## 93 CREDIT LIMITATION

Institutions of the State System of Higher Education in Oregon will normally accept no more than 93 credits earned as a lower division student to apply toward the baccalaureate degree requirements. Under some circumstances a four-year school will accept more than 93 hours, but will continue to require an additional 90 hours or more for the completion of a degree. The limit of 93 applies regardless of whether the credits were earned entirely at a community college or earned in various accredited institutions. Students who wish to secure more than 93 credits prior to their transfer to a senior institution in Oregon should obtain the advice of the registrar of the specific institution to which the student intends to transfer. Such advice should be obtained before the credits in excess of 93 are earned.

## EXAMINATIONS

A final examination is a part of a course. Students are required to take the final examinations at the scheduled time in order to complete the course and receive credit.

## SCHOLASTIC STATUS

**Honor Roll:** A student who earns 12 or more credits and/or units in a quarter at SWOCC with a grade point of 3.50 or above will be placed on the honor roll for that quarter. Students carrying 12 or more credits and/or units whose grade point is 3.00 or above but less than 3.50, without any failing grades, will be placed on the dean's honor roll.

**Academic Probation:** Any student who has completed three or more quarters in the college and whose cumulative grade point average is below 2.00 shall be placed on academic probation. Any student who has completed not more than two quarters at the college shall be placed on probation when his cumulative grade point average is below 1.80. Students shall be notified as soon as possible when placed on probation. Such action is noted on the student's official academic record.

**Removal from Academic Probation:** A student on academic probation will be removed from probation at the end of any quarter in which his cumulative grade point average reaches 2.00 or better.

**Suspension:** Any student on academic probation will be suspended if he fails to attain a 2.00 cumulative average at the end of two subsequent quarters after being placed on probation.

**Reinstatement of Suspended Students:** Any suspended student may petition the Admissions Office for reinstatement to the college. Any student so reinstated will have probationary status. Such a student will be dropped (1) if he fails to attain a 2.00 for the following quarter's work, or (2) if he fails to attain a 2.00 cumulative average at the end of two quarters subsequent to reinstatement. He will be removed from probation at the end of the quarter in which his cumulative grade point average reaches 2.00 or better. Students who have shown marked improvement in their grades prior to suspension are encouraged to petition for reinstatement.

**Transfer Students:** In determining a transfer student's academic status, the previous record is evaluated as though it had been earned at Southwestern Oregon Community College.

**Physical Education Requirements:** A student intending to obtain an Associate in Arts degree must satisfactorily complete five terms of Physical Education. Although five terms are required, not more than one hour of credit per term in activity courses (PE 180-190) is recommended. Exceptions must be approved by both the student's advisor and the head of Health and Physical Education. Physical Education majors should seek advice from the members of the P.E. faculty in working out their schedules. Exemptions are allowed for the following reasons:

1. **Health**— If a physician recommends exemption and a written statement is filed with the Admissions Office. This must be done at the beginning of each term.
2. **Age**— If students are over 50 years of age, they may be exempted at the discretion of the head of Physical Education. If they are between 35 and 50 years of age, at least three terms of Physical Education are required; the other two terms may be waived by the head of Physical Education.
3. **Veterans**— Students who have completed six months active military service in the Armed Forces of the United States are exempt from three terms of the Physical Education requirement. To qualify for exemptions, such students must file official documentary evidence of their service with the Admissions Office.
4. **Other**— On very rare occasions an exemption may be granted for other reasons. A petition should be made to the Admissions Office.

## AUDITORS

Students who do not wish college credit may register as auditors in any of the courses offered. Auditors are not required to meet any specific academic requirements but may participate fully in the activities of the class. If audit is desired, it should be so indicated at the time of registration. With permission of the instructor, a student may enter a course for audit at any point during the term which he deems it of value to participate in the course. If a student wishes to add a course for audit or change his registration from credit to audit before the second week of the term, he may do so by completing the "drop-add" process.

## SELECTIVE SERVICE

To be certified as a "full-time" student for Selective Service purposes, a student must progress at a rate that will insure his completion of 93 credit hours within two academic years. This means that he must average 15½ credits or units per term. For certification as a sophomore at the beginning of his second year, a student must have completed 45 credits or units during his first year.

It is the student's responsibility to make any request of his local Selective Service System Board for change of classification. He should notify the Admissions Office of any materials he wishes to have sent to the local board for their consideration. It is the student's responsibility to inform his local board immediately of any change in his school program that would affect his status with the Selective Service System.

## DEGREES

Southwestern Oregon Community College awards two degrees — Associate in Arts and Associate in Science. The following degrees may be awarded (by application and subject to approval by the Dean of Instruction):

**THE ASSOCIATE IN ARTS** to those students who complete the requirements of the lower-division liberal arts program.

**THE ASSOCIATE IN SCIENCE** to those students who complete the requirements of a Vocational-Technical curriculum when such requirements represent the completion of an organized two-year program.

**CERTIFICATE OF COMPLETION** may be awarded to those students who complete the requirements of a curriculum of less than two years.

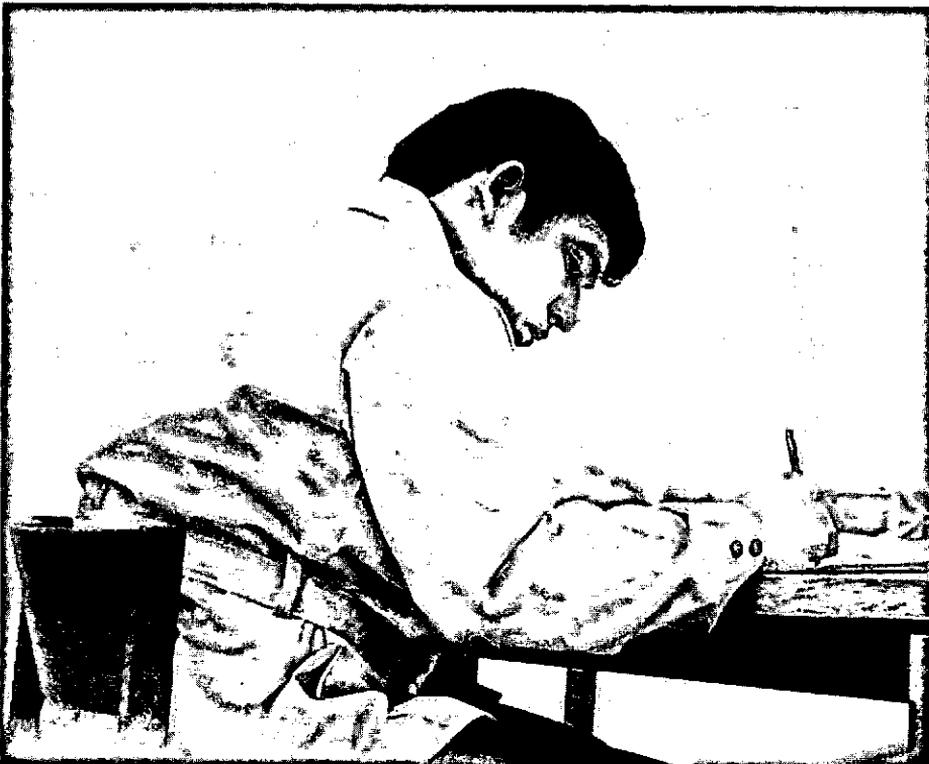
For persons completing degree requirements at the end of summer, fall, or winter term rather than at June commencement time, Associate in Science and Associate in Arts degrees will be conferred three weeks from the date that requirements have been met. In order to receive a degree at these times, previous application must be filed with the Admissions Office. The degree will be awarded by means of a letter, and diplomas will be mailed during June following the awarding of the degree.

Requirements completed in summer, fall, or winter term for Certificates of Completion will be awarded in the same manner.

The cost for the diploma will be the regular fee of \$5.00.

## APPLICATION FOR DEGREE

Candidates must apply for degrees and certificates through the Admission Office. Applications should be made during winter term if the degree or certificate is to be conferred at the June commencement.



## ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is a nationally recognized award that is conferred upon those who complete the general requirements of the lower-division liberal arts program.

General requirements for the Associate in Arts Degree:

1. Not less than 93 term hours of lower division Degree courses approved by the Oregon Board of Education for transfer credit.
2. Grade point average minimum of 2.00 (C average).
3. English Composition: 9 term hours (Wr. 111, 112, 113).
4. Health Education: HE 250, 3 term hours for both men and women.
5. Physical Education: 5 terms are required. Not more than one hour of credit may be earned in these courses in any one term except by petition and consent. Although five terms are required, not more than one hour of credit per term in activity courses (PE 180-190) is recommended. Exceptions must be approved by both the student's advisor and the head of the Health and Physical Education Department.
6. Required year sequence in each of the following groups: Language and literature, science, and social science. A second year sequence must be chosen in one of the three groups. For a list of sequences that satisfy these requirements, see "Group Requirements."
7. At least one of the sequences must be numbered in the 200 series.
8. At least one sequence in language and literature must be in literature.
9. The "second sequence" referred to in No. 6 above, if taken in one of the Social Sciences, must be taken in a different discipline.
10. A student must attend Southwestern Oregon Community College at least two terms (including the final term) before the Associate in Arts Degree is awarded, and must have completed 24 term hours at the college.

## GROUP REQUIREMENTS

A complete list of sequences approved for the satisfaction of requirements 6 through 9 above are listed below. These may be taken as electives also.

### Language and Literature

<b>English</b>		
Eng 101, 102, 103	Survey of English Literature	3 Credits
Eng 104, 105, 106	Introduction to Literature	3 Credits
Eng 107, 108, 109	World Literature	3 Credits
Eng 201, 202, 203	Shakespeare or	3 Credits
Eng 253, 254, 255	Survey of American Literature	3 Credits

### Languages (Applicable as a second literature sequence)

RL 101, 102, 103	Second-Year French	4 Credits
GL 101, 102, 103	Second-Year German	4 Credits
Phl 201, 202, 203	Problems of Philosophy	3 Credits

### Science

<b>General Science</b>		
GS 104, 105, 106	Physical Science Survey	4 Credits
<b>Geology</b>		
G 201, 202, 203	Geology	4 Credits
<b>Biology</b>		
Bi 101, 102, 103	General Biology	4 Credits
<b>Botany</b>		
Bot 201, 202, 203	General Botany	4 Credits
<b>Chemistry</b>		
Ch 104, 105, 106	Elementary Chemistry	5, 4, 4 Credits
Ch 201, 202, 203	General Chemistry	4 Credits

**Mathematics**

Mth 101, 102, 200	College Algebra, Trigonometry and Calculus (First year sequence)	4 Credits
Mth 104, 105, 106	Introduction to college mathematics	
Mth 201, 202, 203	Calculus with Analytic Geometry second year (any three of this group)	4 Credits
Mth 191, 192, 193	Mathematics for Elementary Teachers	3 Credits

**Physics**

Phy 201, 202, 203	General Physics	4 Credits
Phy 204, 205, 206	General Physics Laboratory	3 Credits
Phy 207, 208, 209	Introductory Classical Physics	4 Credits

**Zoology**

Z 201, 202, 203	General Zoology	4 Credits
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**Social Science****Anthropology**

Anth 101, 102, 103	General Anthropology	3 Credits
Anth 207, 208, 209	Introduction to Cultural Anthropology	3 Credits

**Economics**

Ec 201, 202, 203	Principles of Economics	3 Credits
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**Geography**

Geog 105, 106, 107	Introductory Geography	3 Credits
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**History**

Hst 101, 102, 103	History of Western Civilization	3 Credits
Hst 201, 202, 203	History of the United States	3 Credits

**Political Science**

PS 201, 202, 203	American Government	3 Credits
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**Psychology**

Psy 201, 202, 203	General Psychology	3 Credits
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**Sociology**

Soç 204, 205, 206	General Sociology	3 Credits
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**ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science Degree is offered by many technical schools and colleges in all parts of the United States. It is a recognized degree and is approved by the Oregon Board of Education.

General requirements for the Associate in Science Degree:

1. Minimum of 90 credits of specified courses. (see particular curriculum).
2. Grade-point average minimum of 2.00 ("C" average).
3. Complete the required courses as listed in the specific curricula. This must include 18 term credits of approved general education subject.
4. Must attend the College at least two terms (including the last term) before degree is awarded, and must have completed 24 credits at the College.

## PROGRAMS AND CURRICULA

The following general programs and curricula are provided in the program of studies of the College. For individual course descriptions see individual division sections.

Additional information including detailed course requirements may be obtained from the College.

### AGRICULTURE

Although there are no specific programs or curricula planned in the field of agriculture, many of the individual course offerings of the College apply to this important field. Selected preparatory and extension courses, as well as most of the general education courses, apply directly to agriculture and the field currently known as agribusiness.

Courses in business, metals and mechanics, the engineering technologies and wood industries technology are related to agriculture. Additionally, special courses in many agricultural fields may be planned and operated by the College upon request; e.g., livestock, feeds and feeding, soils, farm management and accounting.

### BUSINESS

The business programs offer a wide variety of occupational preparatory and occupational extension courses. They include office and clerical occupations, bookkeeping and accounting, business data processing, sales and merchandising and business management. A special feature of certain business programs includes provision for work experience credit during the second year of Business Technology and Secretarial Technology.

#### Business Technology

The associate degree program in business technology is designed to prepare persons for employment in a variety of business and sales establishments. During the second year of the program, the student may choose to take part of his program in paid and supervised work experience or complete the requirements in regular college classes. Students may prepare for specialization in various types of department or specialty stores, other retail and wholesale sales establishments, real estate, insurance, accounting, data processing and other business or sales areas. The program is extremely flexible allowing a wide variety of specialization through the work experience phase of the program.

Basic course work required in the program includes mathematics, English, social science, salesmanship, business law, office procedures, marketing, retailing and accounting.

#### Secretarial Technology

This associate degree program is designed to prepare persons for various clerical and stenographic positions. The first year program requires work in mathematics, English, typing, shorthand, office procedures, office machines and social science.

During the second year, the student may elect to take full-time course work on campus or pursue a half-time supervised work experience program for credit. Specialization in the work experience program may be in many fields including legal, medicine, insurance, real estate and similar fields. Second year courses include advanced typing, transcription, business communications and business law.

#### Data Processing Technology

This associate degree program is designed to prepare persons for various positions in the data processing and computer technology fields. The first year program requires work in mathematics, English, accounting, computer operations, and electric accounting machines.

During the second year, the student specializes in programming and data processing systems and procedures. Other second year courses include statistics, cost accounting and general education electives.

#### Certificate Programs

The business curriculum also offers three one-year certificate programs. The Bookkeeping-Clerical certificate program requires three terms of course work totaling a minimum of 45 term units. Course requirements include English, mathematics, accounting, typing, office procedures and office machines. Persons completing the program are qualified for entry-level jobs in bookkeeping or clerical work including clerk-typist and receptionist.

The Stenography certificate program also requires three terms and a minimum of 45 credits of course work. Persons completing are qualified for entry-level stenography positions. Course requirements include typing, shorthand, business mathematics, English, filing, office procedures and office machines.

The Data Processing certificate program requires three terms and a minimum of 45 credits of course work. Persons completing are qualified for entry-level tab machine operators, computer operator, Peripheral Equipment operators, Coder and Programmer trainee. Course requirements include mathematics, English, accounting, computer operation, and electric accounting machines.

## **CONSTRUCTION TRADES**

There are many individual courses offered by the College which will prepare persons for entry-level jobs or apprenticeships in this industry. Courses in mathematics, drafting, electricity, mechanics, metals, applied physics, and surveying can provide important skills and knowledge for persons who wish to enter an apprenticeship in any of the following occupations: carpenter, cabinetmaker, plumber, metalworker, roofer, painter, electrician, bricklayer, tile setter, and many others.

The College also offers related instruction classes for registered apprentices in the building and construction trades. Special classes may also be organized and operated for journeymen and other employed workers in the construction industry.

## **ELECTRICAL-ELECTRONICS**

The electrical-electronics curriculum offers programs and courses for full and part-time students—for persons preparing for employment in electrical and electronics occupations and others who are already employed in these occupations. There is no area where knowledge and technology is advancing more rapidly than in the wide variety of occupations and industries covered in electricity and electronics.

### **Electrical-Electronics Technology**

This two-year associate degree program is designed to prepare persons for a number of skilled and technical occupations in the electrical and electronic fields. The student may prepare for apprenticeships in the inside wiring (electrician) field, electrical maintenance, radio-television-appliance servicing, radio-telephone-telegraphic communications, or electrical and electronics work in many industries including aero-space, nucleonics and many others.

The program is designed around basic principles, theory and laboratory work in electricity and electronics. Related courses in the curriculum include technical mathematics, applied physics, English, social science, drafting and engineering problems. Completion of high school algebra is essential and science courses, particularly physics, are recommended. Detailed curricular and course information is available from the College upon request.

### **Special Programs and Courses**

There are also offered other special programs and courses for individuals and industries in the area served by the College. Related classes for registered electrical apprentices in the maintenance and construction fields are a regular part of the program of studies. Special courses for other employed workers are also planned and operated as needed. A knowledge and understanding of electricity and electronics is now required in many occupations and industries—the College does its best to fulfill these needs as they arise. Persons interested in such courses should contact the College for information.

## **HOME ECONOMICS**

The home economics program offers courses in clothing selection and construction (Bishop Method), home planning and decoration, foods and nutrition, child care, family living, home management, and consumer education. Regular courses are listed under the 0.920 - 0.972 and 7.100 series and 9.900 number series in the "Course Description" section of the catalog. Persons interested in organizing special courses or programs in home and family living areas, or in occupational areas related to home-making, should contact the College.

## LAW ENFORCEMENT

The curriculum in Law Enforcement prepares young men and women for careers in law enforcement agencies such as police departments and sheriffs' offices. This two-year associate degree program is planned and operated with the cooperation of the Peace Officers Committee of Region III (Lane, Douglas, Coos, and Curry Counties) and the State Advisory Board on Police Standards and Training. It also provides opportunities for persons already employed in law enforcement to obtain further training for added skills and knowledge or re-training which will help them qualify for promotions.

In addition to selected general education courses, the program of studies covers basic police science, knowledge, skills and techniques. Courses include: introduction to law enforcement, administration of justice, criminal law, investigation, evidence, firearms and defensive tactics. Detailed information and program requirements are available from the College.

## METAL - MECHANICAL

The metal-mechanical program offers a two-year associate degree curriculum in Industrial Mechanics as well as other special programs and courses. Its courses are intended for persons preparing for initial employment in metals or mechanical occupations and for employed workers who wish to upgrade their job skills and knowledge. Instruction areas include machine shop, sheetmetal, metallurgy and heat treating, welding, power plants, power transmission, general mechanics, pneumatics and hydraulics.

### Industrial Mechanics

The general two-year associate degree program in industrial mechanics is designed to lead to entry-level jobs in a number of occupations and industries. It provides basic preparation for occupations such as automotive mechanic, truck or heavy duty equipment mechanic, small engine mechanic and maintenance mechanic in construction, manufacturing and service industries. It also provides excellent background and entry-level skills for occupations such as machinist, sheet metal worker, millwright and industrial or mechanical technician.

The course requirements in this program include practical mathematics and physics, communications, social science and drafting. Major area courses include welding, metallurgy, metal and machine work, hydraulics and pneumatics, gasoline engines and other power plants, chassis and brake systems, power transmission systems, fuel systems and carburetion, and electrical systems. High school courses in drafting, mathematics and physical science are recommended.

Specific curricular requirements and additional information regarding the program are available upon request.

### Part-Time Programs and Courses

Students may enroll in the industrial mechanics curriculum on a part-time basis if they wish. The College also offers an extensive gas, arc and heliarc welding program for employed workers who need knowledge and skill in the field. A number of evening courses in automotive carburetion, electricity and tune-up are also available for employed mechanics. Many other courses such as blueprint reading, machine maintenance and erection, industrial materials and processes, heating and air conditioning are also available. Additional information may be secured from the College.

The College also offers related instruction classes for apprentices in metal-working and mechanical occupations.

## PRACTICAL NURSING

This 4 quarter program of training is open to persons between 18 and 50 years of age who are high school graduates or the equivalent. (A GED certificate is acceptable). The program is accredited by the Oregon State Board of Nursing. Graduates are eligible to take an examination given by the Board of Nursing and those who pass this examination become licensed practical nurses (LPN) and are eligible for licensing by endorsement in other states. A licensed practical nurse is prepared to give nursing care to patients who do not need the constant attention of a professional nurse. The class instruction and hospital clinical experiences are under the direct supervision of the college instructor and registered nurses of the hospital. The licensed practical nurse works under the direct supervision of professional registered nurses or licensed physicians.

Applications for admission to Practical Nurse Training must be filed by April 15.

## **SUPERVISORY TRAINING**

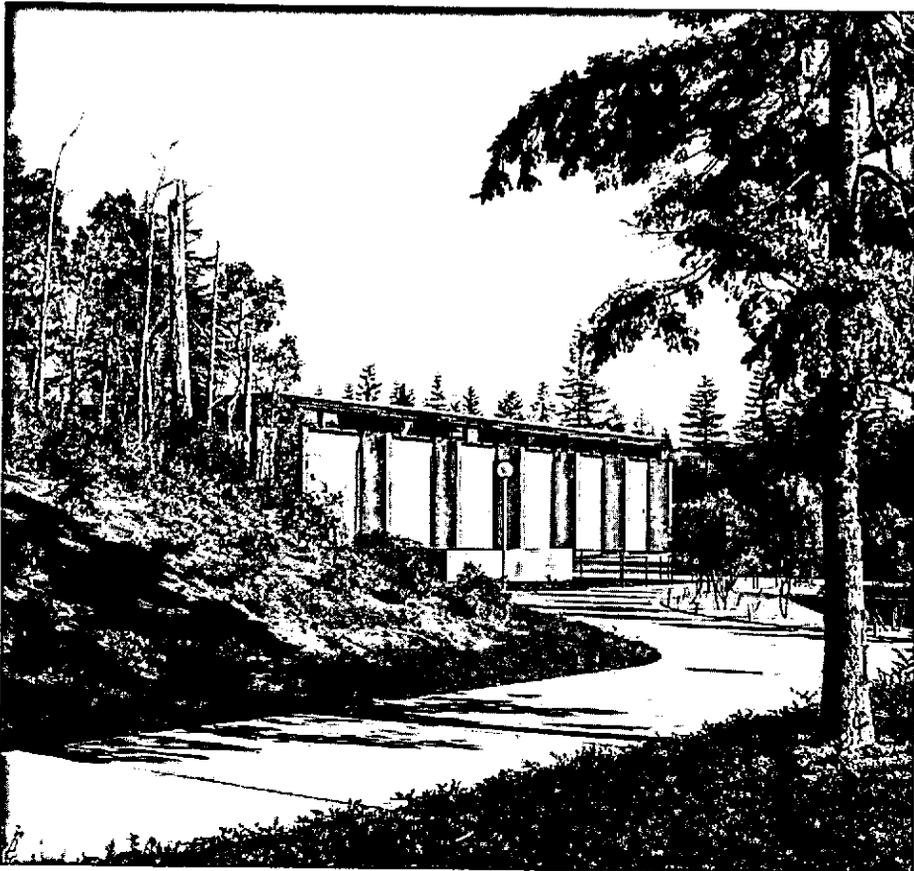
This program is planned as a series of courses in supervisory methods, theory and practices. The courses are available to individuals who are currently involved in supervisory duties or to persons who aspire to supervisory positions.

An interested individual may elect to follow one of three planned programs, depending upon his ultimate needs, culminating in a certificate, a diploma or an Associate Degree. Instructors for these courses are selected from industry on the basis of experience and special competence in the course to be taught. Persons interested in these programs may obtain additional information from the College.

## **WOOD INDUSTRIES TECHNOLOGY**

This two-year associate degree curriculum prepares technical or semiprofessional employees for the lumber, wood products and forestry industries. Graduates may work for private industry in woods or mill operations or for various government agencies at state and national levels. Types of work include forest and logging engineering, forest development and conservation, road building, surveying and mapping, fire protection and control, cruising, scaling and many areas of technical work in lumber, plywood and pulp mills.

Courses required in the curriculum include general forestry, technical physics and chemistry, technical mathematics, forest botany, English, social science, forest operations and engineering, mensuration, surveying and mapping. Detailed information and curriculum requirements are available from the College.



# LEARNING RESOURCE CENTER

## FULL TIME STAFF

Dortha Williams, Coordinator  
Ellen Bachelder, Librarian  
Kirk Jones, Librarian  
Patricia Alvey, Instructional Materials  
Gretta Haug, Study Center  
Judith Haynes, Study Center

## PART TIME STAFF

Rose McGuire, Study Center  
William Royer, Study Center  
Kay Lorence, Adult  
Basic Education

The Learning Resource Center is Tioga Hall — the campus' most imposing and newest structure — open to all citizens of the District.

Its five levels house the Library, Study Center, Listening Center, Bookstore, Student Lounge, Audio-Visual and Instructional Materials Centers, classrooms, studios and offices.

The LRC maintains for students and the public a balanced collection of materials to inform, excite and challenge the mind. It houses a basic reference collection, the latest books in the liberal arts, technical and vocational fields; current popular and professional periodicals and a representative selection of metropolitan newspapers.

Nonprint materials and equipment utilized by students, faculty and the community include recordings, audio tape, video tape, slides and film-strips, 8mm and 16mm films; transparencies, oversize prints, projectors, recorders and numerous other instructional materials.

## STUDY CENTER

The Study Center offers a program of individualized instruction and counseling designed to help assure successful achievement in college courses through the improvement of reading, writing, listening, computational and study skills.

Students who wish to improve upon basic communication and computational skills may enroll in the Study Center which offers an opportunity to work with instructors on an individual basis or in small groups.

Students whose diagnostic tests indicate a need for assistance in these areas will find the opportunity for improvement of skills in the Study Center.

The Study Center includes two areas: the Communications Workshop where students can work on improvement of reading, writing, listening, and study skills; and the Math Workshop which provides assistance with computational skills, ranging from basic to higher mathematics.

## ADULT BASIC EDUCATION

To provide for adults who have never had the opportunity to complete their elementary school education, the College offers classes in adult basic education. These classes are designed to promote in individuals the development and growth of the basic skills of reading, writing, English, expression, vocabulary, spelling, and arithmetic. The classes are conducted by using tutorial assistance, small group learning, self-learning, and machine learning. Some students use this training to prepare for the General Educational Development (G.E.D.) examination.

Additional information regarding these programs may be obtained from the College.

## WORKSHOP

### 0.500 Mathematics Laboratory

A course designed to help students increase their skills in reading, writing, spelling, vocabulary, and study skills. Individual assistance is offered to those who have not previously learned to read or write.

0 Credit

### 0.501, 0.502, 0.503 Communications Workshop

Extra help available for all students enrolled in any math course. See specific course for number of lab hours required.

0 Credit

# STUDENT SERVICES

The program of Student Services at SWOCC exists to support, encourage and facilitate the development and well-being of each student. The program operates outside the classroom, with a professional staff ready and able to serve all students who desire to utilize its services. Its offices are in Tioga Hall, and in Dellwood Hall.



## STAFF

Tenison Haley, Dean of Student Services

Robert Dibble, Counselor;  
Advisor to Veterans and Foreign Students

Robert Grismer, Coordinator of Student Activities

John Hunter, Coordinator of Admissions and Records

Richard McConaughy, Counselor;  
Student Tutorial Program

Shirley Gitchell, Financial Aids Secretary

## STUDENT SERVICES

### ADVISING

Each new student is assigned to a faculty advisor on the basis of expressed career interests upon admission. Advising is considered a most important guidance function at the College. Each student is encouraged to use fully the services offered by his advisor.

The ultimate responsibility for choices rests with each student. However, academic advisors can, in large measure, assist a student in securing and interpreting information basic to academic and career decision making.

### FOREIGN STUDENT ADVISING

The college is authorized to enroll eligible nonimmigrant alien students.

The Office of Admissions, in cooperation with the Foreign Student Advisor, determines the eligibility of foreign students for admission to the college; such decisions are related to the proficiency in the English language which the student has achieved. Since the college does not yet have the facilities to teach "English as a foreign language," we require that the student be able to read, write, and speak English. Special assistance in English is available to foreign students.

An advisor to foreign students is available to assist with academic, career, or personal problems related to their adjustment to college life in the United States.

### COUNSELING AND TESTING

The Counseling Center offers counseling and testing services to all students. Services are available for educational, vocational, and personal counseling. Students are assisted in determining interests and aptitudes for various occupational areas, identifying possible causes of difficulty in academic courses, improving study skills, determining proper areas of study, and coping with personal problems. Professional counselors are available to discuss any type of problem a student may feel of importance.

Counselors work closely with faculty advisors and the instructional divisions of the College. Students may be referred by any college faculty member or make their own appointments on a "drop-in" basis.

The Student Services Office maintains a library of educational and vocational information. Catalogs from many educational institutions and most western schools and colleges are available for reference.

### GENERAL EDUCATIONAL DEVELOPMENT EXAMINATION (GED)

The Office of Student Services offers GED Examinations for adults who have not graduated from high school and who would like to obtain a Certificate of Equivalency. The staff will explain necessary requirements for taking the examination and can recommend various study materials designed to improve an individual's chances for success on the test. Counseling to assist in further educational and/or career development after completing the GED Examination is also available.

### BOOKSTORE

Required textbooks and classroom supplies are stocked and sold at the College Bookstore in the lower level of the Learning Resource Center.

### FINANCIAL AID

The financial aids program at Southwestern Oregon Community College includes student employment, grants-in-aid, scholarships, and loans.

The administration of scholarship and loan programs is handled by the Southwestern Oregon College Foundation, Inc., a separate nonprofit corporation made up of interested citizens from throughout Coos and Douglas counties. The program is coordinated by the Faculty Scholarship and Loan Committee.

**District Scholarships:** The College Board of Education has authorized full tuition scholarships for four full-time students (students carrying 12 credits or more) from each of the high school districts within the college district. Two of these scholarships per district are awarded on the basis of ability, need and general citizenship. The other two scholarships are awarded to a freshman and second year student from each high school district, based on merit, with equal consideration given to liberal arts and vocational students. Applications

for District Scholarships including a transcript of high school grades, must be completed and submitted to the Financial Aid Office no later than April 1.

**General Scholarships and Grants-in-Aid:** Various organizations and individuals contribute funds to provide students in financial need with tuition scholarships. A limited number of grants-in-aid are awarded to students showing exceptional need for payment of tuition and books. Applications for college scholarships and grants-in-aid are available from the Financial Aid Office or from high school principals and counselors.

**Music Scholarships:**

(a) **Applied Music Scholarships:** Thirty dollar awards to pay the extra tuition fees required each term for all music majors for private music instruction. These scholarships are awarded to qualified music students each term on the basis of ability, interest, and need. Students awarded Applied Music Scholarships are expected to maintain a "B" average in their private music study and participate in a college music-performing group (choir, band, orchestra).

(b) **Performance Scholarships:** Six dollar (nontransfer) or twelve dollar (transfer) awards to pay tuition fees for participation in one of the college performing groups (choir, band, orchestra) are awarded each term to those musicians able to make a positive contribution to a performing group through active participation.

**Student Loans:** The Scholarship and Loan Committee administers funds providing for loans to eligible students for a period of up to one year. Students enrolled for 12 credits or units are eligible to apply for maximum loans, while any student who is enrolled at Southwestern Oregon Community College is eligible to apply for a minimum loan under a shorter term contract. Loan applications are available at the Financial Aid Office. Contributors to the fund from which these loans are made include:

Coos Bay-North Bend Rotary Club  
Mr. John Dellenback  
North Bend Business and Professional Women's Club  
P.E.O. Sisterhood, A.S. Chapter  
SWOCC Women's Club  
Delta Kappa Gamma in memory of Martha Purdy  
Douglas Hughes  
Dr. Amelia Lipton

**MEMORIAL LOAN FUNDS**

Hazel Hanna Loan Fund  
Beauchemin-Swanson Memorial Loan Fund  
Linda Koonce Memorial Loan Fund  
Rodney Hickenlooper Memorial Loan Fund  
Dora Burr Memorial Loan Fund  
Young-Hansa Memorial Fund  
Maurice Romig Loan Fund

**SPECIAL LOAN FUNDS**

Licensed Practical Nurses Loan Fund  
Pioneer PTA Loan Fund (Reedsport Students)

**FEDERAL FUNDS:**

Southwestern Oregon Community College is a participating institution in the following programs of federal assistance in financing a college education authorized under the National Defense Education Act of 1958, The Economic Opportunity Act of 1964 and the Higher Education Act of 1965.

**National Defense Student Loans:** A program of borrowing primarily for needy students, in which the student has an obligation to repay his loan, with 3 percent interest within a 10-year period following college attendance.

**Guaranteed Loans:** A program of borrowing through the bank of the student's choice. This loan is primarily for students from middle or upper income families. The student has an obligation to repay his loan with a 7 percent interest.

### **Law Enforcement Education Program:**

**Grants:** Any full-time employee of local, state or federal police agencies is eligible to receive a grant covering tuition and fees on approved courses.

**Loans:** Loans providing up to \$1,800 per academic year, available to full-time students (15 credits) enrolled in a program of study directly related to law enforcement. All loan and grant recipients must intend to pursue or resume full-time employment in the criminal justice field upon completion of studies.

**Educational Opportunity Grants:** A program of direct grants in which the student receives a nonobligating award of funds, based on exceptional financial need and evidence of academic or creative promise.

### **TALENT GRANTS**

Thirty-five Talent Grants in art, music, journalism, student government and athletics are available through the Scholarship and Loan Committee.

### **EMPLOYMENT**

**College Work-Study:** A program of employment in which the student, primarily one from a low-income family, is compensated for the number of hours he works for the institution or for an eligible off-campus agency. Additional information about these programs may be obtained from the Financial Aid Office.

**Student Employment:** A limited number of on-campus jobs are available to students at SWOCC. Information about off-campus jobs and applications for employment may be obtained from the Financial Aid Office.

### **JOB PLACEMENT**

Assistance in job placement is given to graduates of Southwestern Oregon Community College. Placement interviews are arranged through the Office of Student Services with businesses, industries, and governmental agencies.

### **STUDENT HOUSING**

The College does not provide campus housing for students. The Office of Student Services maintains a list of living accommodations available to students. The College assumes no responsibility in negotiating housing arrangements between students and renters. Responsibility for securing adequate living arrangements rests with the student and/or his parents.

### **STUDENT CENTER**

The Student Center is temporarily located on the third floor of the Learning Resource Center. The Center houses the Student Government and Student Activities Office and some food service. The Center is open throughout the day and evening hours for browsing, visiting, studying, and snacks.

### **STUDENT ACTIVITIES**

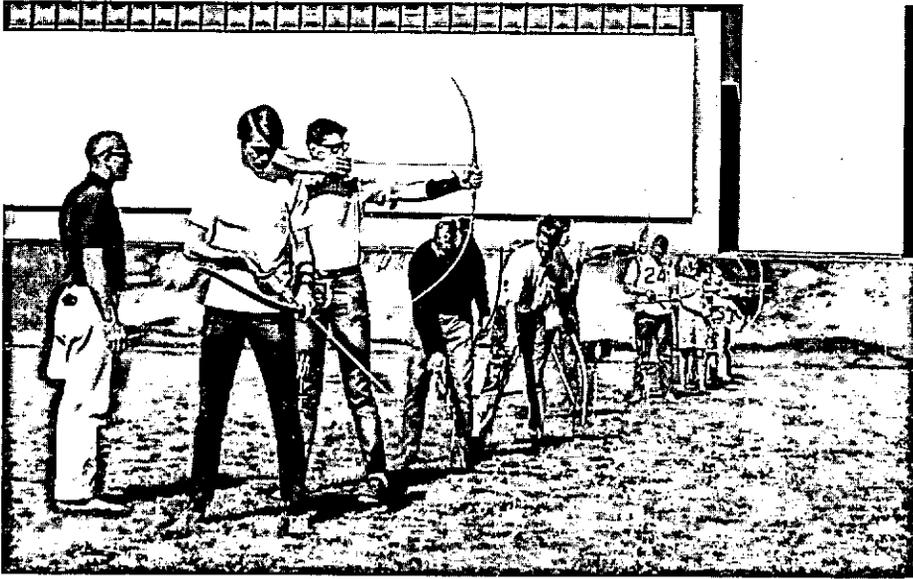
The student activities program is planned to serve all students of the college. Student Government offices are located in the Student Center. Student publications include the campus newspaper, *The Southwester* and the campus magazine and *Student Handbook*. The ASG constitution contains the rules and regulations under which the student government operates.

The following clubs and organizations have been established on the campus at Southwestern Oregon Community College:

Fine Arts Club	Lettermen's Club
Journalism Club	International Student's Club
Phi Beta Lambda	Deseret Club
Environmental Forestry Club	Drama Club
Campus Christian Fellowship	Veteran's Club
Winter Sports Club	

### **INTRAMURALS AND ATHLETICS**

An intramural program is provided for all students in college. This program includes regular schedules or tournaments in most activities. Students have the opportunity to participate in sports activities which are planned so that the student may become better acquainted with games which may be used in adult life and provide enjoyment and worthy use of leisure time.



Southwestern Oregon Community College is a member of the National Junior College Athletic Association and the Oregon Community College Athletic Association. Competition in various major and minor sports is arranged with other colleges of the Oregon Association and with junior varsity and freshman teams from four-year institutions.

Athletic activities at the college include basketball, track, cross country, baseball, golf and tennis. Information may be obtained from the Director of Athletics.

#### **STUDENT TUTORIAL PROGRAM**

The Tutorial Program is designed for those interested in helping others in an educational setting. Tutors usually volunteer for a few hours a week in area schools, or occasionally on campus, functioning on a one-to-one (or very small group) basis. The primary focus is on helping students who are having difficulty in school, usually in specific subject areas. The program is open to anyone interested in tutoring. Information about the program may be obtained from office of Student Services.

#### **STUDENT CONDUCT AND APPEALS**

The college assumes that students in attendance will conduct themselves according to acceptable standards and will abide by policies and procedures established for all students. Students unwilling to comply with these codes may be suspended or expelled.

A student who receives disciplinary action may appeal to the student affairs committee if he wishes.

#### **STUDENT REVIEWS**

Under unusual circumstances, current academic requirements may be reviewed by the college at the request of individual students. Requests for such reviews originate with the student who must fill out and file a petition form obtainable from the Admissions Office.

#### **GOLDEN AGE CLUB**

Residents of the Southwestern Oregon Area Education District who are 65 years of age and older, or senior citizens over 60 years of age who are drawing social security or equivalent government retirement benefits, may apply for membership in the Golden Age Club. There are no membership dues in the club, and club members are eligible for the following benefits: (1) waiver of tuition and student activity fees in all courses; (2) free admission to all college-sponsored performances and activities.

## TECHNICAL-VOCATIONAL, ADULT AND GENERAL EDUCATION PROGRAMS

The courses and curricula offered at Southwestern Oregon Community College have a wide variety of objectives. They are designed to serve a diversified group of individuals through the following types of programs:

1. **Occupational Preparatory Program.** These curricula and courses are designed to prepare students for successful entrance into employment. They include preparation for semiprofessional, technical, skilled, semiskilled and service occupations in general industry categories such as agriculture, business and commerce, sales and distribution, manufacturing and construction. Curricula are designed to provide an optimum balance between specialized and general education requirements for each occupational area included.
2. **Occupational Extension Program.** These curricula and courses are designed to upgrade the skills and knowledge of employed workers, or persons who are temporarily unemployed, in a variety of subject-matter, occupational or industrial areas. These courses are developed to provide a continuing education program for the employed worker so that he may keep up to date and adjust to the changing skill and knowledge requirements which are demanded in a complex and dynamic industrial society. Most occupations and industries may be included in the occupational extension program. Some of the areas include: agriculture, business and commerce, sales and distribution, homemaking, industrial and service occupations, technical and semiprofessional occupations, and supervisory and management training.
3. **General Education Program.** The general education program of the College provides courses for preparatory, extension and special students. Courses are designed to aid the student in attaining an optimum degree of self-development and assist him in making the maximum contribution as an informed and intelligent citizen in a democratic society. Areas included in the general educational program are: communications and language arts, social and behavioral sciences, science and mathematics, and the humanities and fine arts.
4. **Adult Education Program.** The adult education program of the College provides a wide variety of general and special courses (because of their special and changing nature many are not listed in the catalog). Almost any type of course or program may be organized by the College provided there is a need and the staff and other resources are available. The primary purpose of the adult education program is to assist adults to deal effectively with the ideas, concepts and areas of knowledge which will enable them to better cope with their social and physical environment.
5. **Community Service Program.** The community service program provides a wide variety of services and activities including: lectures and forums, concerts, film series, special seminars and convocations, speakers bureau and others. Many groups and individuals within the college district cooperate with the College in the development and operation of the community service program.

### ENTRANCE REQUIREMENTS

The general College entrance requirements apply to all programs in this area (see page 11). Certain curricula and courses have specific entrance requirements. Students are advised to read carefully specific curricula and course requirements.

### DEGREES, DIPLOMAS AND CERTIFICATES

The Associate in Science Degree is offered for certain two-year technical-vocational curricula in the College. Other programs of study provide for diplomas or certificates (see individual curricula and programs for detailed requirements).

The associate degree is provided for programs requiring the equivalent of two years (six terms) of full-time study — minimum of 90 term units. The diploma is provided for programs requiring the equivalent of one year (three terms) of full-time study — minimum of 45 term units. The certificate, when authorized, generally requires the equivalent of one term of full-time study — minimum of 15 term units.

## **COLLEGE TRANSFER CREDIT**

Applicants must clearly understand that term units of credit in technical-vocational, adult and general education courses provided may not be transferable to other institutions of higher education.

## **ADVISORY COMMITTEES**

The curricula and courses of the technical-vocational programs of the College are planned and operated with the advice and counsel of representative advisory committees. These committees, composed of local employers, employees and interested government representatives, meet periodically to plan, evaluate and develop courses and curricula for the College. Their services are invaluable and go far in assuring that programs are realistic, practical and up to date. They also assure a continuing community interest and commitment to our community college, its students and its programs.

## **PART-TIME AND SPECIAL PROGRAMS**

The College offers a number of special programs and services which were outlined earlier in this section of the catalog. Any type of technical, occupational, adult or general education program or course may be offered to meet specific community needs if it falls within the resources of the College. The community college is a local community service institution designed by and for the people it serves.

## **OCCUPATIONAL EXTENSION CLASSES**

The occupational extension classes provided by the College cover a large number of occupational and industrial areas. They also include special subject-matter courses which are oriented toward certain occupational groups. Persons interested in the development of such courses should contact the College for further information.

### **Apprenticeship Classes**

Oregon State law requires all registered apprentices to attend related instruction classes for 144 hours each year of their apprenticeship. The College operates these classes for the Southwestern Oregon area in cooperation with local apprenticeship committees. At the present time, classes are operated for carpenters, plumbers, inside wiring electricians, maintenance electricians and power linemen. Enrollment in these courses is restricted to registered apprentices.

### **Business Classes**

Part-time extension classes in business are offered during day and evening hours. They are intended to upgrade the job skills and knowledge of persons employed in various business occupations. Courses in accounting, shorthand, typing, business data processing, business machines, small business records and management, and business law are available. Many other courses in the business field may be organized if there is a need for them.

### **Distributive and Sales Classes**

Closely related to the business field is the area of sales and distribution so important to our economy. Classes for employed persons in marketing, advertising, salesmanship, merchandising and related topics are available.

### **Home and Family Life Education**

Many homemakers, men and women, find it advantageous to take courses to assist them to better perform their roles as homemakers. Courses in this area include several in clothing selection and construction, foods and nutrition, home planning and decorating, home management, and family living including child care. Additional information regarding these classes may be obtained from the College.

### **Industrial and Technical Education**

The variety of courses offered by the College in this area is limited only by the number of industrial and technical occupations in our many faceted industrial economy. Specific courses for many occupational groups and general courses covering skills and knowledge common to many occupations are possible. Electricity, electronics, mechanics, metalworking, welding, blueprint reading, drafting and applied mathematics are only a few of the possible areas included.

### **Management and Supervisory Development**

The College offers two separate programs in this field. The first, Supervisory Training, is explained elsewhere in the catalog (see page 23). The College has also operated special classes for high school students in the area served by the college district. Students from Marshfield, North Bend, Reedsport, Bandon, Powers, Coquille, and Myrtle Point High Schools have attended special vocational classes during the past year. The College also operates some evening classes in the Coquille, Myrtle Point and Reedsport areas for persons who reside there. It is intended for practicing supervisors in business and industry or for persons who aspire to those positions.

The Management Development program is intended primarily for small business owners and managers. Some of the courses are operated in cooperation with the U.S. Small Business Administration, particularly the Small Business Management Seminar usually operated during the fall term. Other courses include small business management and small business records.

### **Public and Protective Services**

The service occupations are the most rapidly growing segment of our occupational structure. Two programs in this field are provided by the College at the present time — Law Enforcement (see page 22) and a program in Fire Training offered in cooperation with fire departments in the area. Other public service courses, such as custodial training, are planned and operated by the College as the need for them arises.

## **GENERAL ADULT EDUCATION**

The general adult education program of the College actually covers all areas of the curriculum. College transfer courses and other nontransfer adult courses are available in English and literature, the social and behavioral sciences, science and mathematics and the arts. During the past year, the College has expanded its offerings in art and music with considerable community interest and support. Adults may participate in the College orchestra, band and chorus as well as drawing, painting and ceramic courses.

Persons interested in course offerings in this program should contact the College for additional information.

## **CONTINUING EDUCATION PROGRAM**

The College provides facilities to operate upper division and graduate level courses offered by the Division of Continuing Education, Oregon State System of Higher Education. Many of these courses are intended for teachers in the Southwestern Oregon area; however, other qualified persons may attend them. Persons interested in the continuing education program should contact the College for additional information.

Howard Hall, Chairman

## FULL-TIME FACULTY

Harold Buckner  
 Edward Chilla  
 Stanley Elberson  
 Howard Hall  
 Frank Leuck  
 David Smith  
 Vernon Soranson

## PART-TIME FACULTY

Charles Anderson  
 Anthony Arrambide  
 Joan DeMuth  
 Eva Douthitt  
 Frederick Foster  
 Warren Good  
 Darragh Hildreth  
 John Holmes  
 Margaret Karl  
 John Kendall  
 James Lavan  
 Paul Renner  
 Lloyd D. Smith  
 Joyce Spande  
 Sara Spangh  
 Keith Topping  
 Clare Wehrle  
 Ernest Wirth



## COURSE OFFERINGS

Art  
 Foreign Languages  
 Music  
 Photography  
 Speech  
 Theatre

## ARTS

The Arts Division at Southwestern Oregon Community College includes programs in Fine Art, Foreign Languages, Music, Photography, Speech and Theatre. Most of the courses in these programs are suitable for the student planning to pursue degree work in the field. Many of the courses are utilized by adults seeking additional learning in the field of the arts.



### ART

#### 0.540 Drawing I (3 Lab Hrs/Wk)

1 Credit

This course in beginning drawing serves as an introduction to the various approaches to drawing. The investigation of a variety of media, methods, techniques and compositional devices is employed to enable the student to gain as wide a knowledge of drawing as possible.

#### 0.541 Drawing II (3 Lab Hrs/Wk)

1 Credit

The second in the sequence of Drawing courses aims to develop within the student a basic knowledge and insight within the area of figure analysis and introductory anatomy.

#### 0.542 Drawing III (3 Lab Hrs/Wk)

1 Credit

This, the last course of the three-term sequence, is designed to develop within the individual an awareness and knowledge of landscape drawing and composition.

#### 0.543 Watercolor Painting I (3 Lab Hrs/Wk)

1 Credit

The first course of a three-term sequence. It is primarily designed as an investigation of the medium and the approaches possible with transparent watercolor.

- 0.544 Watercolor Painting II (3 Lab Hrs/Wk) 1 Credit**  
The second course of the sequence in watercolor continues the investigation of the medium through the use of creative exercises and the investigation method of problem solving.
- 0.545 Watercolor Painting III (3 Lab Hrs/Wk) 1 Credit**  
The last course in watercolor painting is designed to develop within the individual a keen awareness of the particular qualities of this medium as compared to the other media of painting.
- 0.546 Oil Painting I (3 Lab Hrs/Wk) 1 Credit**  
This course is the first of a three-term sequence designed to acquaint the student with the medium of oil paint and the methods and techniques necessary for establishing a basic knowledge of oil painting.
- 0.547 Oil Painting II (3 Lab Hrs/Wk) 1 Credit**  
The second course of the three-term sequence continues the investigation of problems in painting related to color, methods, techniques and composition.
- 0.548 Oil Painting III (3 Lab Hrs/Wk) 1 Credit**  
The third course of the sequence in oil painting is designed to further the investigations of the two previous terms and to introduce mural design and composition together with landscape painting.
- 0.549 Experimental Painting (3 Lab Hrs/Wk) 1 Credit**  
A single term course in advanced painting, accenting the use and investigation of experimental media, including glues, plastic paints (acrylic and vinyl resins) and collage. Prerequisites: 0.540 through 0.548 or consent of the instructor.
- 0.550 Ceramics I (3 Lab Hrs/Wk) 1 Credit**  
The first term of a three-term sequence, this course is an introduction and investigation to the medium and its plastic properties.
- 0.551 Ceramics II (3 Lab Hrs/Wk) 1 Credit**  
The second term of the sequence in ceramics introduces the throwing process and its creative possibilities for the potter.
- 0.552 Ceramics III (3 Lab Hrs/Wk) 1 Credit**  
The third ceramic term consists of a further development of individual and traditional historic pottery as a background for research.
- 0.553 Elementary Sculpture I (3 Lab Hrs/Wk) 1 Credit**  
This course is designed as an introduction to the materials, methods and techniques of sculpture. Primary considerations of form, together with experimentation, familiarization and compositional structuring in all of the basic sculpture media, are the aims of this course.
- 0.554 Elementary Sculpture II (3 Lab Hrs/Wk) 1 Credit**  
The second course in the sculpture sequence emphasizes the problems and approaches of the carving of subtractive method of sculpturing.
- 0.555 Elementary Sculpture III (3 Lab Hrs/Wk) 1 Credit**  
The third term in this sequence introduces the student to more advanced creative design in sculpture as well as offering the opportunity for experiments in new media and methods.
- 0.558 Chinese Brush Painting (3 Lab Hrs/Wk) 1 Credit**  
A studio-laboratory course, involving the active participation of the individual student in technique using Chinese brushes, inks, and papers, and the training of the arm to do the strokes necessary to get the fragile, exquisite, elegance of Chinese Brush painting.
- 0.564 Introduction to Commercial Art (3 Lab Hrs/Wk) 1 Credit**  
The first course of a three-term sequence designed to introduce the student to methods and techniques in layout, lettering, and commercial art as a field.
- 0.580 Batik, Fabric Design and Printing 1 Credit**  
An introduction to batik methods of fabric design and printing.
- 2.290 Advertising Art I (3 Lab Hrs/Wk) 3 Credits**  
The first basic introduction to commercial art . . . its scope, varied fields, and production processes.
- Art 195, 196, 197 Basic Design 3 Credits**  
A three term introductory sequence; a series of studio participation projects involving the basic principles and elements of design. Exercises and problems are developed to motivate individual research and creativity. Open to nonmajors.
- Art 201, 202, 203 Survey of Visual Arts 3 Credits**  
Cultivation of understanding and intelligent enjoyment of the visual arts through a study of historical and contemporary works; consideration of motives, media, and a wide variety of art forms, lecture and visual presentations. Open to nonmajors.

**Art 255 Ceramics****3 Credits**

A studio-laboratory course, involving the active participation of the individual student in art experiences, designed as an introduction to the materials, methods and techniques of pottery design and structure. Primary consideration of form together with experimentation and familiarization in hand construction, throwing, glazing and firing. Open to nonmajors.

**Art 290 Painting****3 Credits**

Instruction in the use of oil color, acrylic, watercolor, or other media. Registration permitted any term but it is desirable that the work be started in the fall. Emphasis will be given to individual needs and interests in painting. Open to nonmajors.

**Art 291 Drawing****3 Credits**

Training in observation and selection of significant elements. Registration permitted any term, but it is desirable that the work be started in the fall. Exploration of media, methods, and techniques in drawing will be emphasized. Open to nonmajors.

**Art 292 Watercolor****3 Credits**

A studio-laboratory course, involving the active participation of the individual student in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques with special attention to the particular characteristics of the medium, emphasis on landscape material, may be substituted for a third term of Drawing, Art 291, to meet lower division major requirements. Open to nonmajors. Usually offered spring term. Prerequisite: Painting and drawing or approval.

**Art 293 Sculpture****3 Credits**

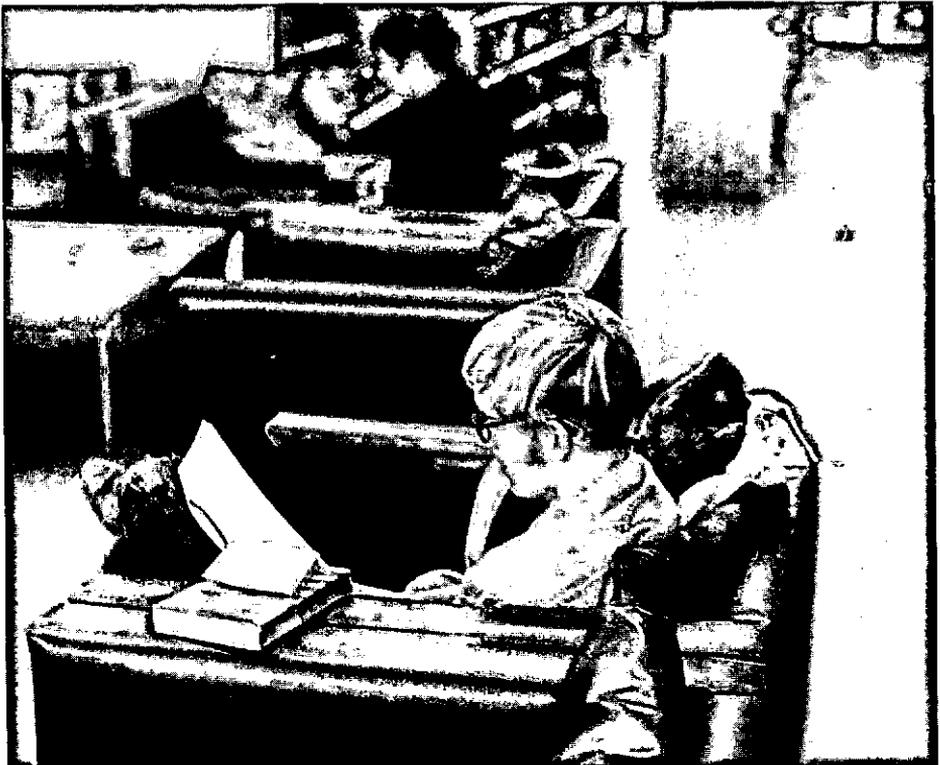
An introduction to the language of forms and the elements of sculpture. The investigation of materials through compositional exercises in clay, plaster, wood and stone. Familiarization, experimentation and expression in volumes and mass together with oppositions in space, void and shape. Primary considerations of media, methods and techniques in sculpture. Open to nonmajors.

NOTE: All work done by students is the property of the Art Department unless other arrangements are approved by the instructor.



## FOREIGN LANGUAGES

- 0.600 Conversational Spanish (2½ Class Hrs/Wk) 1 Credit**  
 An introduction to conversational Spanish. The course provides opportunities for practical conversation on everyday topics, current events, and cultural material.
- 0.601 Conversational Spanish (2½ Class Hrs/Wk) 1 Credit**  
 An intermediate course - continuation of Conversational Spanish 0.600.
- 0.602 Conversational Spanish (2½ Class Hrs/Wk) 1 Credit**  
 An advanced course - continuation of Conversational Spanish 0.601.
- 0.616, 0.617, 0.618 Conversational Norwegian (3 Class Hrs/Wk) 1 Credit**  
 An introduction to conversational Norwegian. The course provides opportunities for practical conversation on everyday topics, current events, and cultural materials.
- 9.540, 9.541, 9.542 Conversational Japanese (2½ Hrs/Wk) 1 Credit**  
 A three term sequence in beginning conversational Japanese for the benefit of business and industrial workers for more effective communication with foreign speaking customers.
- GL 50, 51, 52 First-Year German 4 Credits**  
 Designed to provide a thorough grammatical foundation and an elementary reading knowledge of German, as well as an understanding of the spoken language.
- GL 101, 102, 103 Second-Year German 4 Credits**  
 Review of grammar and composition, reading selections from representative authors, conversation.
- RL 50, 51, 52 First-Year French 4 Credits**  
 An introduction to French, stressing reading and speaking. Exercises in elementary composition and grammar.
- RL 101, 102, 103 Second-Year French 4 Credits**  
 Study of selections from representative authors, review of grammar, considerable attention to oral use of the language.





## MUSIC

- Mus 195/0.655 Band (2 Lab Hrs/Wk) 1 Credit**  
 This course is offered to musicians in the community and at the college who wish an outlet for their talents and to improve their performing ability. Course work includes instrument techniques and skills, music reading, notation and terminology, and musical literature of all styles, periods, and cultures.
- Mus 196/0.656 Orchestra (2 Lab Hrs/Wk) 1 Credit**  
 This course is offered to musicians in the community and at the college who wish an outlet for their talents and to improve their performing ability. Course work includes instrument techniques and skills, music reading, notation and terminology, and musical literature of all periods, styles and cultures.
- Mus 197/0.657 Chorus (2 Lab Hrs/Wk) 1 Credit**  
 This course is offered to musicians in the community and at the college who wish an outlet for their talents and to improve their performing ability. Course work includes voice placement and proper use, music reading, notation and terminology, and choral literature of all periods, styles, and cultures.
- 0.654 Fundamental Music Workshop (3 Class Hrs/Wk) 1 Credit**  
 A creative approach to music learning for those with little previous formal training in music. The student's learning experiences in language, art, science, arithmetic and social studies will be utilized to lead into the musical experiences of singing, playing, listening or moving to music.
- 0.653 Vocal Techniques Workshop (5 Lab Hrs/Wk) 1 Credit**  
 The course consists of methods to improve one's singing voice. The study involves the basic principles of breathing and vocal production, as well as the application of these principles to singing and to song literature.
- 0.659 Introduction to Guitar I (1 Lab Hrs/Wk) 1 Credit**  
 The course consists of an advanced study of (1) instrumental techniques and skills, reading (2) chord theory and chord application (3) and an introduction to the serious literature for guitar.
- 0.660 Introduction to Guitar II (1 Lab Hrs/Wk) 1 Credit**  
 The course consists of an advanced study of (1) instrumental, techniques and skills, (2) music reading, (3) chord theory and chord application, (4) and an introduction to the serious literature for guitar.

**0.662 Introduction to Bagpipes****1 Credit**

This course consists of a study of (1) instrumental techniques and skills, (2) music reading, (3) history and origin of the bagpipes, (4) and an introduction to the traditional literature of the bagpipes.

**Mus 50 Basic Piano****1 Credit**

Classroom instruction for students not prepared for piano instruction at the level of Mus 190.

**Mus 121, 122, 123 Musicianship****4 Credits**

A course to develop and strengthen basic musicianship in the student through a study of harmony, including modulation to related keys, secondary dominants, two part counterpoint. Written work correlated with sight singing, analysis, aural comprehension, and keyboard application is stressed. Prerequisite: A background in group or individual music performance.

**Mus 201, 202, 203 Intro. to Music and Its Literature****3 Credits**

Development of understanding and intelligent enjoyment of music through a study of its elements, forms and historical styles.

**Mus 221, 222, 223 Musicianship II****4 Credits**

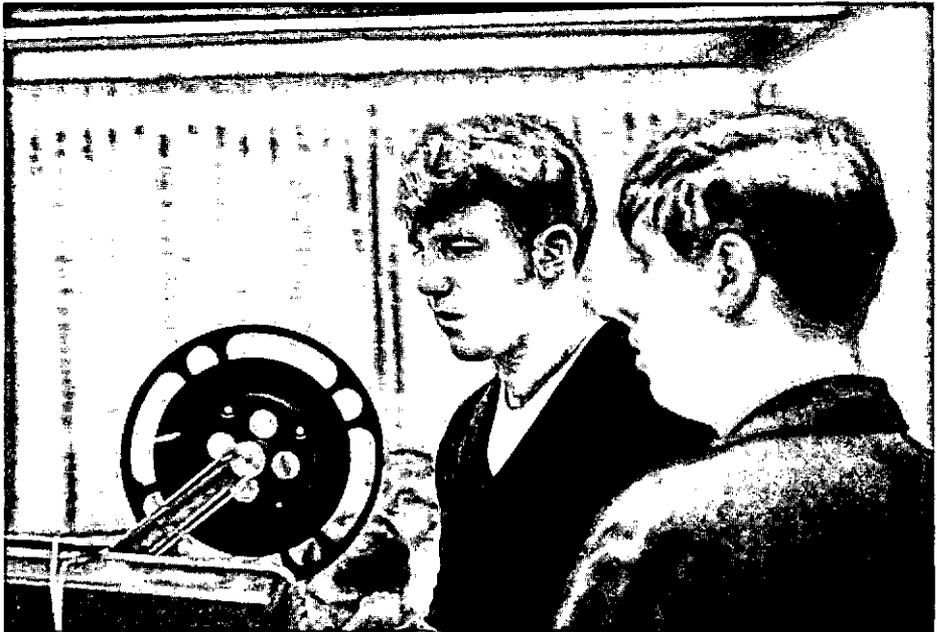
Harmonic, melodic, rhythmic, and basic formal practices since 1700. Written work correlated with sight singing, analysis, keyboard and aural comprehension. Prerequisite: Mus 123 or equivalent, satisfactory rating in test of keyboard proficiency.

**Mus 224, 225, 226 Keyboard Harmony****1 Credit**

Keyboard application of the theoretical principles studied in Mus 211, 212, 213, exercises in figured-bass realization, modulation, transposition, and score reading, development of extempore playing. To be taken concurrently with Mus 211, 212, 213. Prerequisite: Mus 113 or equivalent, satisfactory rating in test of keyboard proficiency.

**Mus 190, 290 Performance Studies - Individual Instruction****1-3 Credits  
(max. 3 hrs)**

Prerequisite: Proficiency required for satisfactory completion of Mus 190.

**PHOTOGRAPHY****0.120 Basic Photography (1 Class, 2 Lab Hrs/Wk)****2 Credits**

This course is an introduction to the basic principles of photography, including indoctrination camera use, composition, darkroom developing and printing, and general assignment photographic work.



## **THEATRE**

- 1.136 Introduction to Theatre (3 Class Hrs/Wk) 1-12 Credits**  
 A survey course designed to orient the student to theatre art for better appreciation and understanding. This course may be taken for 1 to 12 hours of credit in the theatre area. Confer with instructor.
- Th 101 Orientation to Theatre Art 3 Credits**  
 Theatre 101 is designed to broaden the student's insight—whether for reading plays, viewing dramatic art in a theatre, or participation in the production of dramatic works. The elements of drama and the theatre are analyzed for that resultant understanding.
- Th 102 Fundamentals of Acting 3 Credits**  
 Fundamentals of Acting seeks to acquaint the student with basic techniques and to examine various fundamental theories of acting. Emphasis is placed upon character development, movement, and motivation.
- Th 103 Rehearsal and Performance 3 Credits**  
 Rehearsal and Performance is designed to provide students with extended acting exercises in the various styles and periods of theatre. Various acting theories are studied with application to practice and the solution of acting problems.
- Th 121, 122, 123 Theatre Principles 1 Credit**  
 Students are introduced to the unique group creation of theatre art. The elements of that group creation are determined and examined. First Quarter: A study of theatre as seen through all its elements. Second Quarter: Scene design and construction are emphasized. Third Quarter: Lighting, make-up and costuming are the elements stressed.
- Th 201 Theatre of the Past 3 Credits**  
 Theatre of the Past traces a development of the theatre from classical Greece through the Renaissance period.
- Th 202 Continental Theatre 3 Credits**  
 Continental Theatre involves the exploration of European and British stage practices from the Restoration to the 20th Century.
- Th 203 American Theatre 3 Credits**  
 The story of the American Theatre presents one of the most colorful aspects of life in these United States from the colonial period to the present.  
 NOTE: Th 201, 202, 203 examine patterns of change in drama, theatre architecture, production methods, acting, directing, staging . . . and their effects on the social-cultural atmosphere of their time.
- Th 229 Oral Interpretation 3 Credits**  
 Interpretation is designed to help the student improve and enjoy reading aloud from prose, poetry, and drama. It serves to aid in communication of intellectual and emotional values and to enhance one's appreciation of literature.
- Th 250, 251, 252 Theatre Workshop 3 Credits**  
 Theatre Workshop offers the student the opportunity to participate in creative and applied fundamentals of theatre production. Nonacting skills are the primary focus. Activity projects in theatre also form part of the course content. First Quarter: Emphasis on the total group process of play production in terms of participation is the focus. Second Quarter: Scene design and construction techniques are stressed. Third Quarter: Participation in the remaining elements of theatre production make up the final third quarter of the year sequence.

**SPEECH****1.610 Public Speaking****3 Credits**

This course is intended to develop speaking skills with emphasis on the dual role of speech as both a speaking and listening skill, and on adjusting the approach to the specific audience. Practice is provided through individual speeches and group discussions with careful attention being given to effective organization and delivery. In addition to the general principles of speech, stress is placed on poise and confidence and on understanding their psychological basis.

**9.503 Oral Communications for Supervisors****3 Credits**

A course designed to provide the kinds of effective speaking, communication skills, and listening required of supervisors.

**Sp 111, 112, 113 Fundamentals of Speech****3 Credits**

Fundamentals of Speech is designed to acquaint the student with both the critical appraisal of another's speech ability and to prepare the student for effective communication of ideas in oral form. The first term emphasizes content and organization. The second explores the communication process through discussion formats. The third term emphasizes adjustment to the speaking situation, effective delivery, and the language of the speech.

**Sp 232 Group Discussion****3 Credits**

A practical exploration and practice of group problem solving, constructive participation and effective leadership.

Donald Moffitt, Chairman

**FULL-TIME FACULTY**

Helen Ferguson  
 Richard Grossman  
 James Love  
 Donald Moffitt  
 Philip Ryan  
 William Sharp  
 Veneita Stender

**PART-TIME FACULTY**

David Baird  
 James Baumgartner  
 Gary Brown  
 Rose Mary Bunnell  
 Richard Chiesa  
 William Coen  
 Irwin Doty  
 Marie Elroy  
 Donald Farr  
 William Gleaves  
 Gail Grosness  
 John Grosness  
 Jolene Hill  
 Valyn Love  
 Orrin Ormsbee  
 Audrey Shaw  
 Stella Wirth  
 Harold Wornath  
 Michael Zeiler

**COURSE OFFERINGS**

Accounting and Bookkeeping  
 Business Administration  
 Data Processing, Computer Technology  
 Secretarial Science

## BUSINESS

The Business Division of Southwestern Oregon Community College, with programs in Accounting and Bookkeeping, Business Administration, Data Processing and Computer Technology, and Secretarial Science, offers the student an opportunity to develop a skill or a career. Two year degree programs and one-year certificate programs offer a wide variety of occupational preparatory and occupational extension courses. Single areas of instruction may be taken by those employed persons who need to improve their skills, or to keep abreast of new developments in their field. A wide variety of special interest workshops, seminars and short courses are announced from time to time in the business field.



### ASSOCIATE IN SCIENCE IN BUSINESS

A two-year program designed for the student who desires to combine a basic business background with some related occupational competency. The student may choose from the several core options. He then may choose from a wide selection of business and nonbusiness courses.

Students will prepare themselves for any area for which they have special interest. Some examples are business operation of wood industries, industrial mechanics, and recreational industries.

Courses include basic core subjects such as language arts, mathematics, human relations, and accounting.

Requirements Are:

- I. A minimum of 30 units of core subjects including one sequence.
 

Sequence courses	Data Processing
Language Arts	Office Procedures
Typing	Nonsequence courses
Accounting	Mathematics/Machines
Social Studies	Introduction to Business
- II. At least 30 units in business related courses.
- III. Ninety units including 18 units of general education.
- IV. General requirements for Associate in Science Degree.

**ACCOUNTING AND BOOKKEEPING****Bookkeeping - Clerical**

Bookkeeping - Clerical is a one-year program designed to prepare persons for a variety of bookkeeping or clerical positions. A certificate of completion is offered when course requirements are met.

Course work prepares students for such positions as bookkeeping machine operator, file clerk, typist, records clerk, and bank clerk.

Course work includes typing, accounting, office procedures, and office machines.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.583, 2.584, 2.585	Office Procedures Typing according to placement <sup>1</sup>	3 2	3 2	3 2
2.250, 2.252	Business Mathematics	3	3	
2.766, 2.767	Accounting	4	4	
2.519, 2.521	Bus. Computations <sup>2</sup>	2		2-3
1.121, 1.122	Man and Society or Social Science Electives		3	3
2.771	Payroll Accounting			3
	<b>TOTAL: 51-53 units/credits</b>	<b>17</b>	<b>18</b>	<b>16-17</b>

<sup>1</sup> See Typing - Shorthand Placement page.

<sup>2</sup> Student may choose 2.521 or 6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing

**BUSINESS TECHNOLOGY (ACCOUNTING MAJOR)**

Business Technology, with an accounting major, is a two-year program preparing students for business positions involving accounting. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry positions as junior accountants and also will have the accounting background necessary for midmanagement position in business.

Course work includes office machines, accounting, business law, credit procedures, federal income tax, and introduction to data processing. Work experience is an option.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.766, 2.767, 2.768	Accounting or BA 211, 212, 213 Principles of Accounting	3-4	3-4	3-4
2.250, 2.252	Business Mathematics	3	3	
2.583	Office Procedures <sup>1</sup>	3		
2.519, 2.521	Bus Computations	2		2
2.304	Fundamentals of Marketing		3	
2.501	Typing According to Placement		2	
2.771	Payroll Accounting			3
6.900	Data Processing Fundamentals or BA 131 Intro to Business Data Processing Physical Education	1 15-16	1 15-16	1 15-16
<b>Second Year</b>		<b>F</b>	<b>W</b>	<b>S</b>
2.320, 2.321, 2.322	Business Law	3	3	3
1.120, 1.121, 1.122	Man and Society or Social Science Electives	3	3	3
6.901	Intro to Digital Computers	3		
Wr214	Business English		3	
2.331	Federal Income Tax		3	
2.769	Cost Accounting	3		
BA101	Intro to Business Electives			4 4
	<b>TOTAL: 93-96 units/credits</b>	<b>15</b>	<b>15</b>	<b>14</b>

<sup>1</sup> Students may choose 2.583, or 2.584, or 2.585 Office Procedures.

<sup>2</sup> Students may choose 2.521 or second term Typing.

<sup>3</sup> Qualified students may take 2.503/SS 122 Typing—See Typing Shorthand Placement page.

**BUSINESS TECHNOLOGY (DISTRIBUTION MAJOR)**

Business Technology, with a distribution major, is a two-year program preparing students for business positions involving distribution or marketing. Completion of the program leads to the Associate in Science degree. Students are prepared for entry positions in retailing, wholesaling, specialty selling, and midmanagement.

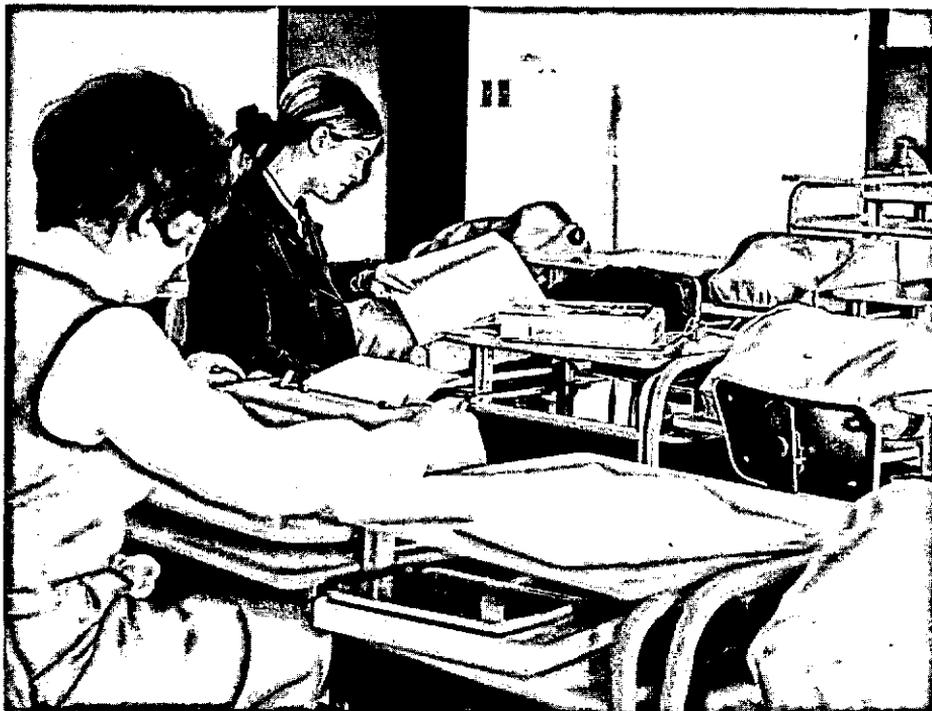
Course work includes office machines, accounting, marketing, salesmanship, advertising, business law, and credit procedures. Work experience is an option.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
1.120, 1.121, 1.122	Man and Society or Social Science Electives	3	3	3
2.250, 2.252	Business Mathematics	3	3	
2.330	Fundamentals of Salesmanship	3		
2.583	Office Procedures	3		
2.304	Fundamentals of Marketing		3	
2.305	Principles of Retailing			3
2.307	Advertising		3	
2.519, 2.521	Bus. Computations <sup>1</sup>		3	2
2.501	Typing I <sup>2</sup>			2
	Physical Education	1	1	1
	Electives			3
		16	16	17
Second Year		F	W	S
2.320, 2.321, 2.322	Business Law	3	3	3
2.766, 2.767	Accounting	4	4	
Wr214	Business English		3	
BA101	Intro to Business			4
	Electives	9	6	8
		16	16	15

TOTAL: 96 units/credits

<sup>1</sup> May be taken any term.

<sup>2</sup> Required unless student has had typing—See Typing-Shorthand Placement page.



**BUSINESS TECHNOLOGY (OFFICE MANAGEMENT MAJOR)**

Business Technology, with an office management major, is a two-year program preparing students for office positions. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry positions in offices; experience can lead to promotion as office managers.

Course work includes office machines, accounting, business law, credit procedures, and introduction to data processing. Work experience is an option.

<b>First Year</b>		<b>F</b>	<b>W</b>	<b>S</b>
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.583, 2.584, 2.585	Office Procedures	3	3	3
2.766, 2.767, 2.768	Accounting or BA 211, 212, 213 Principles of Accounting	3-4	3-4	3-4
2.250, 2.252	Business Mathematics	3	3	
2.501, 2.503	Typing According to Placement	2	2	
2.519, 2.521	Bus. Computations I, II		2	2
6.900	Data Processing Fundamentals or Intro to Business Data Processing			3
	Physical Education	1	1	1
		15-16	17-18	15-16
<b>Second Year</b>		<b>F</b>	<b>W</b>	<b>S</b>
2.320, 2.321, 2.322	Business Law	3	3	3
1.120, 1.121, 1.122	Man and Society or Social Science Electives	3	3	3
BA101	Intro to Business	4		
2.304	Fundamentals of Marketing		3	
Wr214	Business English		3	
6.901	Intro to Digital Computers		3	
2.771	Payroll Accounting			3
	Electives	7		6
		17	15	15

TOTAL: 94-97 units/credits

<sup>1</sup> Qualified students may take 2.503 or SS 122—See Typing-Shorthand Placement page.



## DATA PROCESSING-COMPUTER TECHNOLOGY

Data Processing-Computer Technology is a two-year program designed to prepare students for employment in the data processing field. Completion of the program leads to the Associate in Science degree.

Students are prepared for beginning jobs as data processing operators and programmers in government and industry.

		<b>UNITS</b>
I.	Accounting	9-12
	Social Science or Humanities	9
	English	9
	Mathematics (Competency of Math)	4-12
	Business Statistics	3
II.	At least 30 units of Data Processing courses.	34-45
III.	Electives needed to complete the 90 term unit requirements.	30-30
IV.	General College requirements for an Associate in Science Degree.	26-15
		90-90

## SECRETARIAL TECHNOLOGY

Secretarial Technology is a two-year program designed to prepare students for entry jobs leading to a variety of secretarial positions. Completion of the program leads to the Associate in Science degree.

Through specialization and experience, students can qualify for legal, medical, technical, and executive or private secretarial positions.

Basic courses include shorthand, typing, business math, and secretarial practice. Optional courses are available in business law, accounting, credit procedures, legal and medical technology. After one year, work experience is frequently available in local businesses.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
	Typing according to placement <sup>1</sup>	2	2	2
	Shorthand according to placement	3	3	3
2.583, 2.584, 2.585	Office Procedures	3	3	3
BA101	Intro to Business			4
2.519	Bus. Computations			2
6.900	Data Processing Fundamentals or BA 131			
	Intro to Business Data Processing	3		
	Elective		3	
	Physical Education	1	1	
		15	15	17
Second Year		F	W	S
2.590, 2.591, 2.592	Secretarial Practice	3	3	3
1.120, 1.121, 1.122	Man and Society or Social Science Electives	3	3	3
2.766, 2.767	Accounting	4	4	
2.320, 2.322	Business Law	3		3
Wr214	Business English		3	
6.901	Intro to Digital Computers		3	
	Physical Education	1		
	Electives			6
		14	16	15

TOTAL: 95 units/credits

<sup>1</sup> See Typing-Shorthand Placement page.

## STENOGRAPHY

Stenography is a one-year program designed to prepare persons for positions as stenographers. A certificate is offered when course requirements are met.

Students are prepared to take and transcribe dictation in jobs requiring ordinary skills and speed. Many types of clerical positions that include a need for shorthand in addition to allied duties are open to graduates. A stenographer can, by experience and additional training, advance to the more demanding position of secretary.

Course work includes Gregg shorthand, typing, office procedures, and office machines.

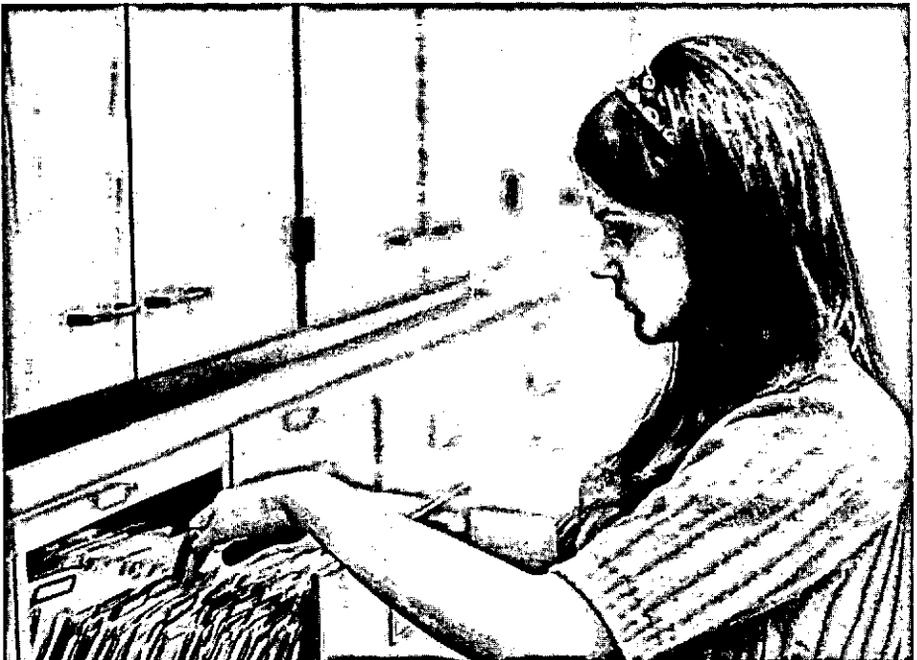
First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
	Typing according to placement <sup>1</sup>	2	2	2
	Shorthand according to placement	3	3	3
2.583, 2.584, 2.585	Office Procedures	3	3	3
1.120	Man and Society or Social Science elective	3		
2.519	Bus. Computations			2
Wr214	Business English		3	
6.900	Data Processing Fundamentals or BA 131			
	Intro to Business Data Processing			3
		14	14	16

TOTAL: 44 units

<sup>1</sup> See Typing-Shorthand Placement page.

**BUSINESS DIVISION  
ACCOUNTING AND BOOKKEEPING**

- 2.331 Federal Income Tax (3 Class Hrs/Wk) 3 Credits**  
A study of the Federal income tax law.
- 2.766 Accounting I (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
A comprehensive study of the recording and reporting phases of accounting and bookkeeping for a single proprietorship business. Prerequisite: None
- 2.767 Accounting II (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
A comprehensive study of payroll, partnership, cash and negotiable instrument accounting. A practice set requiring extensive record keeping and reporting of accounting data is required. Prerequisite: 2.766 or consent of instructor.
- 2.768 Accounting III (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
A comprehensive study of the reporting and problem solving phases of accounting so the student can meet and analyze increasingly difficult accounting problems. A practice set is required. Prerequisite: 2.767 or consent of instructor.
- 2.769 Cost Accounting (3 Class Hrs/Wk) 3 Credits**  
Introduction to the analysis and control of material, labor, and overhead costs in manufacturing with emphasis on process and job order cost systems. Prerequisite: Accounting 2.768 or approval of instructor.
- 2.771 Payroll Accounting (3 Class, 1 Lab Hr/Wk) 3 Credits**  
Federal and State old age, unemployment, and disability, insurance laws; state and local sales taxes. Accounting records which involve the numerous regulations of governmental bodies. Prerequisite: Accounting 2.766 or approval of instructor.
- 9.715, 9.716, 9.717 Elem. Bookkeeping and Record Keeping I, II, III (1 Class Hr., 2 Lab Hrs/Wk) 2 Credits**  
A course designed to help the student develop an understanding of bookkeeping and record keeping as they affect a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods.
- 9.810 Farm Record Keeping (1 Class, 2 Lab Hrs/Wk) 3 Credits**  
A course designed to present the essential tools and procedures used in farm records keeping for income tax purposes and for making management decisions.
- BA 211, 212, 213 Principles of Accounting 3 Credits**  
Introduction to field of accounting; technique of account construction; preparation of financial statements; application of accounting principles to practical business problems; proprietorship studies from standpoint of owner, partnership, and corporation.



**BUSINESS ADMINISTRATION**

- 2.261 Work Experience (10-20 Hrs/Wk) 2-4 Credits**  
 General approved and supervised paid work experience in conjunction with major field of study. The student works from 10 to 20 hours a week on an on-the-job training arrangement (100 to 200 hours a term). Credit varies from 2-4 credits. A maximum of 12 credits is allowed towards an A.S. degree.
- 2.264 Related Instruction (1 Class, 4 Lab Hrs/Wk) 2 Credits**  
 Each student enrolled in Work Experience (2.261) must also enroll in this course. Instruction is related to work experience activities and requirements.
- 2.304 Fundamentals of Marketing (3 Class Hrs/Wk) 3 Credits**  
 A general survey of the nature, significance, and scope of marketing. Emphasis is placed upon the channels of distribution, the marketing of consumer, shopping, specialty and other goods; service marketing; middlemen, wholesaling, shipping and warehousing; standardization, grading, and pricing; government regulation of competition.
- 2.305 Principles of Retailing (3 Class Hrs/Wk) 3 Credits**  
 A general survey of the principles of efficient store organization and management. Topics include location and layout, types of store organization, personnel management operating activities, financial and budgetary control, coordinating policies, and store protection.
- 2.307 Advertising I (3 Class Hrs/Wk) 3 Credits**  
 An introduction to advertising and the role it plays in business. Planning advertising programs, advertising budgets, media, techniques of merchandising with advertising and types of advertising are covered. Layout and copywriting as applied to the newspaper and direct mail media are studied.
- 2.320 Business Law (3 Class Hrs/Wk) 3 Credits**  
 An introduction to business law. Emphasis is on contractual relationships, the law of sales, bailments, and negotiable instruments. Case studies are used to illustrate the principles involved.
- 2.321 Business Law (3 Class Hrs/Wk) 3 Credits**  
 Emphasis on agency and employment, union labor contracts, personal property, real property, suretyship, and guaranty.
- 2.322 Business Law (3 Class Hrs/Wk) 3 Credits**  
 Emphasis on risk-bearing devices, partnerships and corporations, bankruptcy, and current social legislation.
- 2.330 Fundamentals of Salesmanship (3 Class Hrs/Wk) 3 Credits**  
 An analysis and evaluation of the salesman of today and the role he plays in our economic life are made during this course. The principles and techniques of selling constitute the areas covered in this course. Detailed attention is given to both inside and outside selling activities.
- 2.340 Consumer Economics (3 Class Hrs/Wk) 3 Credits**  
 Considers the basic principles underlying the nature of consumer credit, savings institutions, insurance and annuities, real estate, income taxes, investment outlets, and estate planning. Case study method is emphasized.
- 2.380 Principles of Finance (3 Class Hrs/Wk) 3 Credits**  
 A study of the function of capital in the economy and the business enterprise; basic institutions contributing to the creation and flow of capital and basic instruments and their use.
- 2.400 Real Estate Principles I (3 Class Hrs/Wk) 3 Credits**  
 A fundamental course to prepare for entry into the real estate industry. Includes economic, social, and legal bases of real estate instruments, finance, and property ownership. Prerequisite: None.
- 2.401 Real Estate Principles II (3 Class Hrs/Wk) 3 Credits**  
 A continuation of Real Estate Principles I to further prepare for entry into the real estate industry. Includes a basic approach to brokerage and licensing as applied to the State of Oregon covering operating an office, selling, and advertising. Introduces student to accepted standards of ethical conducts, property management, titles, valuation, planning, zoning, urban renewal, public housing and developments. Prerequisite: Real Estate Principles I.
- 2.402 Real Estate Law (3 Class Hrs/Wk) 3 Credits**  
 A practical study of Oregon Real Estate law emphasizing the more complex aspects of ownership, use and transferability of real estate as encountered by brokers and others who deal with real property. Covers contracts, titles, deeds, leases, liens, covenants, conditions, restrictions, easements, estates, probate and landlord tenant relationships. Includes a review of significant Oregon cases. Prerequisite: Real Estate Principles I and II. May be taken concurrently with Real Estate Principles II.
- 2.403 Real Estate Exam Review (3 Class Hrs/Wk) 3 Credits**  
 Comprehensive review of real estate principles and law with particular emphasis on math problems, earnest money agreement, listing agreement, and closing statement. Specific preparation for taking and passing Oregon state broker's and salesman's license examination.

- 2.600 Transportation I (3 Class Hrs/Wk) 3 Credits**  
Introduction to transportation, transportation in our economy, the transportation system and air development, development and regulation of transportation, theory of rate making and government controls, selected carrier problems and transportation policies.
- 6.912 Business Statistics (3 Class Hrs/Wk) 3 Credits**  
A practical course in the use and interpretation of statistics incorporating elementary statistical concepts, frequency distribution analysis, index numbers, use of tables, charts, and graphs, sampling error, theory, statistical distributions and their measurement; time series analysis; trends and seasonal cycles. Prerequisite: Mathematics 4.204 or approval of department head.
- 9.202 Small Business Records Management (3 Class Hrs/Wk) 3 Credits**  
For present or prospective owners or managers of small businesses. Designed to provide a proper understanding of the record keeping necessary to meet requirements of governmental agencies, financial institutions, to give the owner a better picture of his needs for cash, credit control, cost analysis, gross and net profits.
- 9.204 Small Business Operation (3 Class Hrs/Wk) 3 Credits**  
An introduction to the small business in the American economy and recent trends and operations in small business operations. The problem of establishing and operating a business are considered, with emphasis given to the field of retailing.
- 9.270 Advertising II 3 Credits**  
Planning and budgeting of advertising, choosing media, public relations, research and testing, advertising ethics, career possibilities.
- BA 226 Business Law 3 Credits**  
Forms and functions of the law, application of the uniform commercial code which affects business decisions. Major emphasis on decisions involving contracts, agency, employment, personal property and bailment, and negotiable instruments, with selected segments in laws of sales, business organization and real property rights.
- BA 101 Introduction to Business 4 Credits**  
Business organization, operation, and management intended to orient the student in the field of business and to help him determine his field of major concentration.
- BA 232 Business Statistics 3 Credits**  
Modern business decision theory, and statistics as a tool for business decision making. Primary emphasis on statistical description (tables, charts, and frequency distributions) and the elements of probability; consideration also of modern data processing, index number and time series analysis (trend, cyclical, and seasonal adjustments) of business data. No prerequisite, although one term of college algebra or a good high school background in math is suggested.



**DATA PROCESSING****6.900 Data Processing Fundamentals (3 Class Hrs/Wk) 3 Credits**

An introduction to the field of Data Processing including history, basic concepts, unit record systems, electronic computer systems, programming systems, introduction to a programming language, current developments, implications and applications.

**6.901 Introduction to Digital Computers (3 Class, 2 Lab Hrs/Wk) 4 Credits**

An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures and an introduction to a problem oriented language.

**6.902 Systems and Procedures I (1 Class, 4 Lab Hrs/Wk) 3 Credits**

An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications.

**6.903 Programming (3 Class, 2 Lab Hrs/Wk) 4 Credits**

Programming concepts, programming systems, programming a computer in a subject oriented language.

**6.904 Systems and Procedures II (2 Class, 4 Lab Hrs/Wk) 4 Credits**

A continuation of Systems and Procedures I with emphasis on case studies and student projects.

**6.905 Programming (2 Class, 4 Lab Hrs/Wk) 4 Credits**

Development of programming skills in a second language.

**6.906 Data Processing Management (3 Class Hrs/Wk) 3 Credits**

Basic management concepts, organization of data processing, staff, facilities, hardware, documentation, operation, control, cost analysis, management systems, management case studies and projects.

**6.907 Programming (2 Class, 4 Lab Hrs/Wk) 4 Credits**

Emphasis on assemblers, operating systems, control languages, special language systems and applications.

**6.908 Special Problems in Data Processing (TBA) 2-4 Credits**

Individual problems and projects designed to meet the needs of the student.

**6.911 Computer Applications (2 Class, 4 Lab Hrs/Wk) 4 Credits**

The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. Prerequisite: Introduction to Programming 6.903 and Systems and Procedures 6.904 or approval of department head.

**6.909 Computer Operations (2 Class, 4 Lab Hrs/Wk) 4 Credits**

Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects.

**6.913 Computer Peripherals (2 Class, 2 Lab Hrs/Wk) 3 Credits**

Introduction to the theory, function, operation and programming of computer support devices.

**6.916 Mathematics for Data Processing (3 Class Hrs/Wk) 3 Credits**

Number theory and systems, functions, systems of equations, Matrices, Linear Programming Concepts, Boolean Algebra, and an Introduction to Numerical Analysis.

**BA 131 Introduction to Business Data Processing 3 Credits**

Concepts, elements and structure of business data processing systems, classifying, calculating, and reporting functions, programming, computer fundamentals.

**BA 231 Business Data Processing 4 Credits**

Application of computers to business data processing using COBOL. The development of a common business-oriented language and its use in modern business organizations. Comparison of COBOL with other automatic programming languages. Prerequisite: BA 131.

## SECRETARIAL SCIENCE

- 2.501, 2.503, 2.505 Typing (1 Class, 4 Lab Hrs/Wk) 2 Credits**  
 2.501 - Introduction to (1) touch typing of the keyboard, (2) simple production. Knowledge of mechanical operation of machine.  
 2.503 - Speed and accuracy building - review of simple production. Prerequisite: 2.501 or equivalent.  
 2.505 - Number speed-and-accuracy building. Advanced production, business correspondence, tabulations, manuscripts. Prerequisite: Completion of 2.503.
- 2.519 Business Computation I (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
 Use of the printing calculator in building speed and accuracy in the four fundamentals of mathematics, including an introduction to simple problems of applications, and decision-making and a review of decimals, fractions and percentage.
- 2.521 Business Computation II (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
 A continuation of 2.519 involving a higher degree of application of the four fundamental operations. Exercises will be given in applying the skills acquired in 2.519 to problems in percentage, interest, and discounts. Attention will be given to problem solving procedures.
- 2.522 IBM Key Punch (6 Lab Hrs/Wk) 2 Credits**  
 Basic operation of IBM key punch to transcribe original data to punched cards including preparation program cards.
- 2.523 Burroughs Accounting Machine (6 Lab Hrs/Wk) 2 Credits**  
 Machine accounting to include the following accounting procedures, sales distribution, accounts receivable, purchase journal, including general ledgers and payroll.
- 2.541, 2.543, 2.545 Shorthand (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
 2.541 - Introduction to Gregg shorthand theory, practical applications in sentence and paragraph dictation.  
 2.543 - Development of skills in reading and writing shorthand, introduction to transcription.  
 2.545 - Development of typewritten transcription. Speed reading of shorthand notes.  
 Prerequisite: 2.501, 2.503, 2.505 taken concurrently or consent of instructor.
- 2.583, 2.584, 2.585 Office Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
 A sequence of courses to present the knowledge of office clerical and personnel practices and equipment, together with study of personal management.  
 2.583 - Business Psychology.  
 2.584 - Organization of work, office supplies, reference sources, postal procedures, telephone techniques, receptionist duties.  
 2.585 - Alphabetic, geographic, numerical filing, duplicating processes including: spirit, mimeograph, multilith and copying machines.
- 2.590, 2.591, 2.592 Secretarial Practice (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
 A three-term sequence for advanced typing and shorthand students. Includes use of transcribing machines.  
 2.590 - Medical Terminology  
 2.591 - Legal Terminology  
 2.592 - Executive Terminology  
 Prerequisite: SS 113/2.545 or SS 123/2.505 or consent of instructor.
- 9.703 Typing Clinic (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
 A continuation of 2.501. Individual units of study for those desirous of extending their present typing ability. These units are (1) correspondence, (2) tabulation, (3) manuscript, and (4) speed/accuracy development. Ideal for both brush-up and intensive development of superior skills. Prerequisite: Acquaintance with the typewriter keyboard.
- 9.722 Shorthand Clinic (2 Class, 2 Lab Hrs/Wk) 3 Credits**  
 Individual units of study for use of those desiring to extend their present shorthand ability. Each unit will be made up of two sections: (1) general review and (2) individual unit material. Individual units are: (1) dictation speed development, (2) transcription proficiency, (3) specialized dictation, and (4) shorthand note reading development. Prerequisite: Acquaintance with shorthand theory.
- SS 111, 112, 113 Stenography (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
 Complete theory of Gregg shorthand. Practical application in sentence and paragraph dictation, mailable transcriptions. SS 121, 122, 123 must be taken concurrently unless student has had the equivalent. Students with one year of high school shorthand will be placed on the advice of the instructor.
- SS 121, 122, 123 Typing (1 Class, 4 Lab Hrs/Wk) 2 Credits**  
 Theory and practice, drills of all kinds, punctuation and mechanical arrangements of business correspondence, legal form, tabulating manuscripts, modern business forms, straight copy timings, training on both manual and electric typewriters. Students will be placed in SS 121 or SS 122 upon the recommendation of the instructor.



# 5

## DIVISION OF English

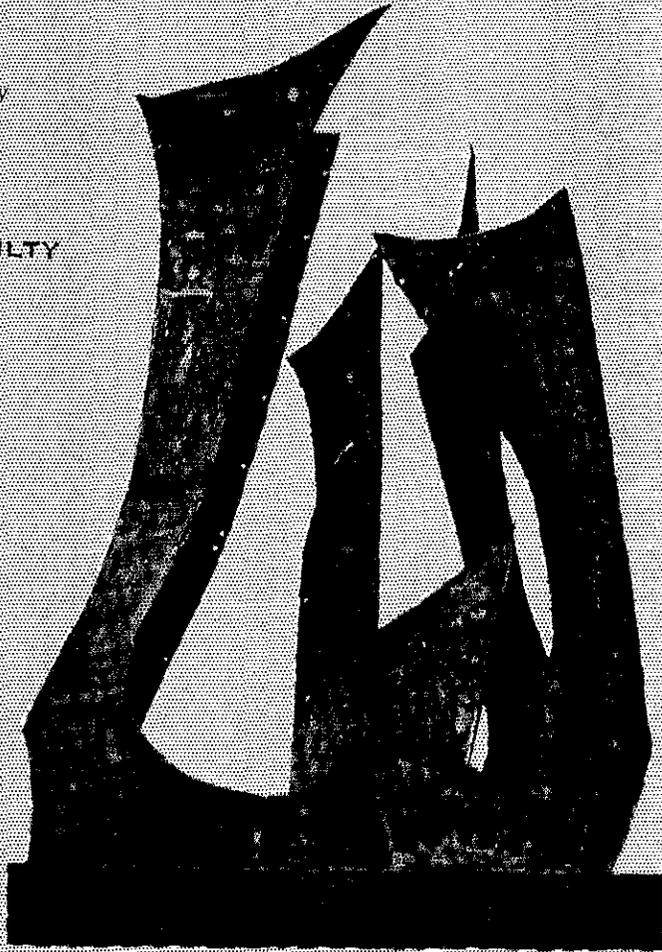
Phillip Anderson, Chairman

### FULL-TIME FACULTY

Phillip Anderson  
Edward Chilla  
Shirley Goldberg  
Thomas Humphrey  
Bernell Meacham  
Erik Muller  
Vanda Publicover  
Jack Swearingen

### PART-TIME FACULTY

Janice Hansen  
Robert Newton



ENGLISH

### COURSE OFFERINGS

Communications  
Journalism  
Literature  
Philosophy  
Reading  
Writing

## ENGLISH

The English Division of Southwestern Oregon Community College offers programs in Communications, Journalism, Literature, Philosophy, Reading and Writing. General and developmental educational opportunities are offered to adults desiring increased skills in these areas, and lower division transfer and preprofessional education for students planning to continue their studies in a four-year college or university.



### COMMUNICATIONS

**1.111, 1.112, 1.113 Communications** **3 Credits**

A course stressing the importance of communications activities. Emphasis is given to improving the student's ability to write, speak, read, and listen effectively.

### JOURNALISM

**J 215 Journalism Laboratory** **1 Credit**

Work on the student publications. Given in coordination with J 216, 217, 218.

**J 216 Reporting I** **2 Credits**

Basics of gathering and reporting news, with emphasis on accuracy and clarity of writing. J 215 required in conjunction with this course.

**J 217 Reporting II** **2 Credits**

Accuracy and objectivity standards as well as reader appeal in writing. Methods of gathering and organizing material for multiple-source, multiple-fact stories. J 215 required in conjunction with this course. Prerequisite: J 216.

**J 218 Copy Editing and Makeup** **2 Credits**

Copy reading, headline writing, proofreading and makeup. (Recommended for advanced positions on the Southwest). J 215 required in conjunction. Prerequisite: J 216 or consent of instructor.

## LITERATURE

### 1.130, 1.131, 1.132 Apprec. of Literature

3 Credits

This course covers the short story and novel in the first quarter, drama in the second quarter, and poetry in the third quarter. In each quarter, the material covers the organization of the particular medium in terms of the conventions and characteristics peculiar to it. The remainder of each quarter will, through reading and discussion, relate the whole to the constituent parts. At the conclusion of the three quarters the relationship among the three media will be seen.

### 1.133, 1.134, 1.135 Apprec. of Shakespeare I, II, III

3 Credits

Careful and complete study of selected Shakespearean tragedies, comedies, and histories. Designed to fit into the programs of the Oregon Shakespearean Festival in Ashland.

### Eng 101, 102, 103 Survey of English Literature

3 Credits

Study of the principal works of English Literature based on reading selected to be representative of great writers, literary forms, and significant currents of thought. Provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. Fall: Anglo-Saxon beginnings to the Renaissance; Winter: Milton to Blake or Keats; Spring: Wordsworth to Present.

### Eng 104, 105, 106 Introduction to Literature

3 Credits

A general course designed to prepare the student for further study, appreciation and enjoyment of literature. The fall quarter will be concerned with prose: novels, short stories, essays, biographies, the winter quarter will be concerned with the drama, both ancient and modern; spring quarter will be concerned with poetry: lyric, narrative, epic. (Although the major emphasis will be on English and American literature, European literature will be a part of the course.)

### Eng 107, 108, 109 World Literature

3 Credits

Study of the literary and cultural foundations of the Western world through the analysis of a selection of masterpieces of literature, ancient and modern, read in chronological order. The readings include continental, English and American works.)

NOTE: A student may apply credits of only one of the above literature sequences toward the English sequence requirement.

### Eng 201, 202, 203 Shakespeare

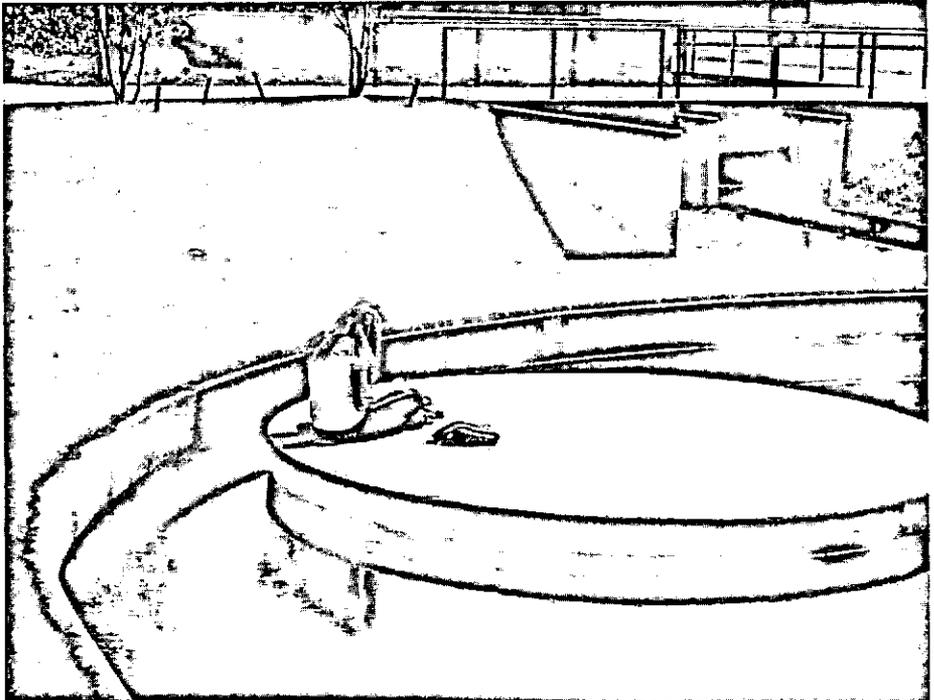
3 Credits

Study of important plays — comedies, histories, and tragedies. Recommended for majors.

### Eng 253, 254, 255 Survey of American Literature

3 Credits

American Literature from its beginning to the present day. Fall: Colonial period to Melville; Winter: Emerson to Henry James; Spring: Stephen Crane to present.



## PHILOSOPHY

### Phl 201 Problems of Philosophy

**3 Credits**

Introduction to the study of some of the persistent problems of philosophy.

### Phl 202 Elementary Ethics

**3 Credits**

Introduction to the philosophical study of morality; e.g., right and wrong, free will and determinism, morals and society.

### Phl 203 Elementary Logic

**3 Credits**

Introduction to the study of reasoning. How to recognize, analyze, criticize and construct the main types of argument and proof.



**READING****0.620, 0.621, 0.623 Developmental Reading****3 Credits**

A systematic approach to evaluate and correct individual problems through group and individual orientation. Diagnostic evidence from formal and informal devices is used to construct the student's program. Multi-level materials and different models of learning are used.

**Rdg 101, 102, 103 Developmental Reading****3 Credits**

Same as 0.620, 0.621, 0.623.

**WRITING****1.127 Writing for Publication****3 Credits**

A survey of current opportunities and requirements in various markets available to the freelance writer, along with criticism and advice in regard to the writer's work, and training toward the development of useful critical standards.

**Wr 111, 112, 113 English Composition****3 Credits**

The fundamentals of English Composition; frequent written essays. Special attention to correctness in fundamentals and to the organization of papers. (Wr 111 must precede Wr 112 and 113).

**Wr 214 Business English****3 Credits**

Study of modern practices in business correspondence. Analysis and writing of the principal types of correspondence and review of grammar and usage. Prerequisite: Wr 113 or 1.113.

**Wr 241, 242, 243 Introduction to Imaginative Writing****3 Credits**

Opportunity and encouragement for those who wish to express themselves through literary mediums. Models of dramatic forms, short stories and poetry are studied and original work is done in each of these branches of writing. Prerequisite: demonstrated skill in writing; Wr 111, 112, or consent of instructor.



# 6

# DIVISION OF Life Sciences

Ben Fawver, Chairman

## FULL-TIME FACULTY

Dale Bates  
Ben Fawver  
James Ferguson  
William Horning  
Beverly Kemper  
Isabell LaFond  
Thomas Loeber  
James Shumake  
Veneita Stender

## PART-TIME FACULTY

Mary Jo Barnes  
Jean Boynton  
Carol Bruce  
Judy Dixon  
Virginia Gant  
Mary Ann Greenlund  
Dolores Klander  
Stanley Ludlow  
Geraldine Maurer  
Diane McKnight  
Martha Moehl  
LaRose Phillips  
Roberta Roth  
Theresa Thomas  
Dorothy Vaughan



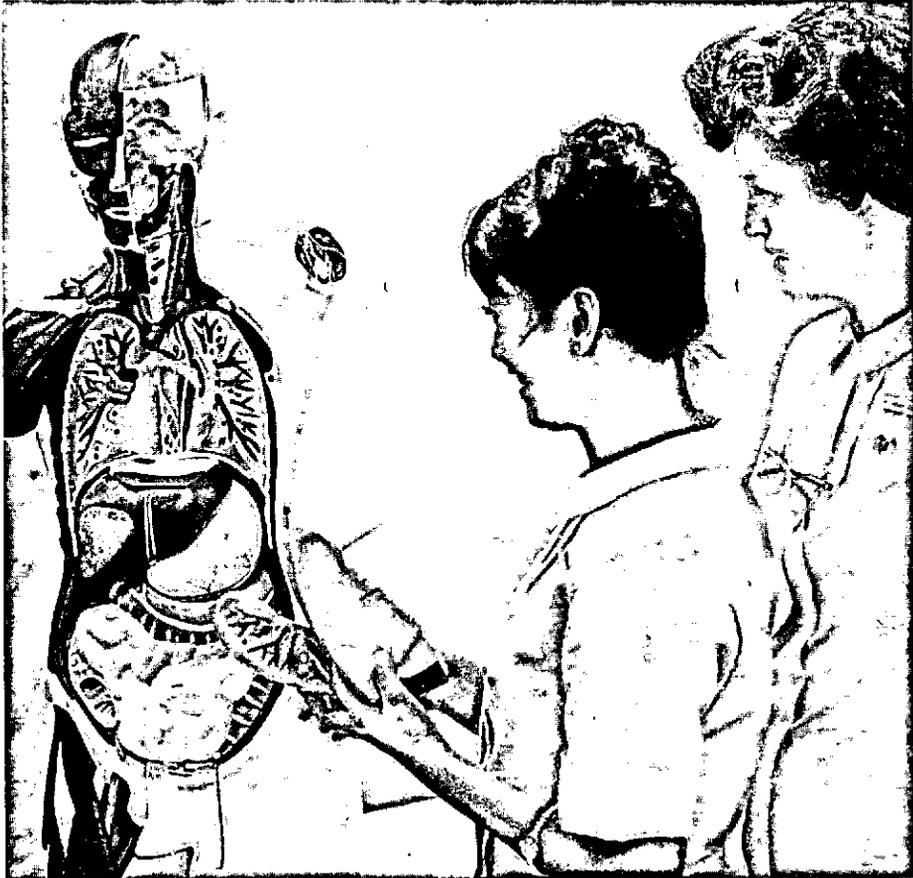
LIFE  
SCIENCES

## COURSE OFFERINGS

Agriculture  
Biology  
Botany  
Home Economics  
Physical Education and Health  
Practical Nursing  
Zoology

## LIFE SCIENCES

The Division of Life Sciences at Southwestern Oregon Community College has program offerings in Agriculture, Biology, Botany, Home Economics, Physical Education and Health, Practical Nursing and Zoology. This wide spectrum of courses is designed both for the lower division transfer student planning to continue on to a college or university degree program, and for the individual interested in improving his knowledge in a limited field. The Practical Nursing two-year program leads to the opportunity for licensing as an LPN in Oregon.



### PRACTICAL NURSING

The practical nursing program trains women and men in the skills of bedside nursing, to be carried out under the supervision of professional nurses and/or physicians. Graduates are eligible to receive a certificate of completion and to take the examination for licensing as a practical nurse in Oregon.

Jobs can be obtained as staff nurses in hospitals, nursing homes, state institutions, and private homes, as office nurses, in industrial nursing, in public health services or as surgical or other types of technicians.

Course work includes a study of normal health, growth and development, nursing care in conditions of illness, and clinical practice.

Tuition is \$90.00 per quarter or \$270.00 for the 48-week course. Fifty dollars of the tuition is due upon acceptance of the application, with the balance due at the time of registration. The \$50.00 is not refundable though it applies to the tuition when the student registers. Students who reside outside the Coos Bay or North Bend school district boundaries but in the Southwestern Oregon Area Education District receive a 25% reduction, Myrtle Point students 50%, and Powers students 100% offset.

In addition to tuition costs, practical nursing students must have uniforms (approximately \$20.00) and textbooks (approximately \$35.00). White shoes and stockings, bandage scissors, and a watch with a second hand are required.

The first eight weeks of the course are spent in the classroom six hours a day, five days a week. The next four weeks, part of the time is spent becoming acquainted with hospital routine. After twelve weeks, students begin their assigned clinical practice in various hospital departments. During this time, students will spend one day a week in class.

During the clinical practice period in the hospital, students will be assigned duties by the college instructor and their schedules will be similar to that of the regular nursing employees (Saturdays and Sundays are not automatically days off). A total of 516 clock hours are spent in class and 1232 clock hours are spent in clinical practice.

To be admitted as a practical nursing student, it is necessary to:

1. file an application by April 15, about four months before the start of the program.
2. have high school transcripts sent to the college.
3. complete the college placement examinations.
4. be at least 18 and no more than 50 years of age.
5. have a physical examination including chest x-ray and necessary immunizations.
6. have a personal interview with the Practical Nursing Instructor and Dean of Student Services.

## AGRICULTURE

### 9.83 Landscaping for the Home (2½ Hrs/Wk) 2 Credits

A study of landscaping techniques useful in planning and beautification of home grounds. A study of shrubs and trees for use in foundation planting will be included. Consideration will be given to the placement of walks, special structures, plant materials and trees as appropriate to the house plan and its relationship to the home ground.

## BIOLOGY

### BI 101, 102, 103 General Biology 4 Credits

Biological principles applied to both plants and animals. 3 lectures, 1 three-hour laboratory period.

## BOTANY

### Bot 201, 202, 203 General Botany 4 Credits

Bot. 201 and 202 will basically cover structure, physiology, ecology, and genetics of the seed plants, how plants get their food, grow, differentiate, and reproduce. Bot. 203 will be a survey of the plant kingdom, including identification of native plants, use of keys, floral morphology. 3 lectures, 3 hours laboratory.

## HOME ECONOMICS

### 0.920 Basic Clothing Construction (3 Hrs/Wk)

1 Credit

This course is designed for homemakers who wish to learn the basic techniques of sewing and for those who are interested in improving and learning new methods. The course covers fabric selection, simple pattern alteration, selection and use of equipment, pressing techniques, as well as the basic techniques of clothing construction needed to enter the more advanced classes. Projects include blouse, skirt and dress.

### 0.921 Advanced Dressmaking (3 Hrs/Wk)

1 Credit

New methods of construction of garments from new chemical fabrics with emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings and underlinings will be included.

### 0.922 Basic Fitting and Shirtmaking (3 Hrs/Wk)

1 Credit

The course covers techniques for making a basic dress from percale for use as a fitting shell. These garments are then used as a guide in drafting a basic pattern of pella, which is then used as a guide for making perfectly fitted clothes and used as a base for creating original designs. Construction of a man's wool shirt or jacket is also included in the course. Prerequisite: 0.920.

### 0.923 Sportswear and Children's Clothing (3 Hrs/Wk)

1 Credit

Construction of children's sleepwear, girls' dresses, garments of non fabric, boys' slacks, various neckline and sleeve finishes for children's garments are covered in this course.

### 0.924 Tailoring a Coat (3 Hrs/Wk)

1 Credit

Designed to give students better knowledge of tailoring techniques, experience in working with heavier wool fabrics and lining materials. Instruction in specific coatmaking techniques are included. Some of the areas covered are: interfacing a cut-on facing, lining a garment with raglan sleeves, making and applying a notched collar, slot or modified welt pocket and tailored buttonholes. Prerequisite: 0.920 and 0.922.

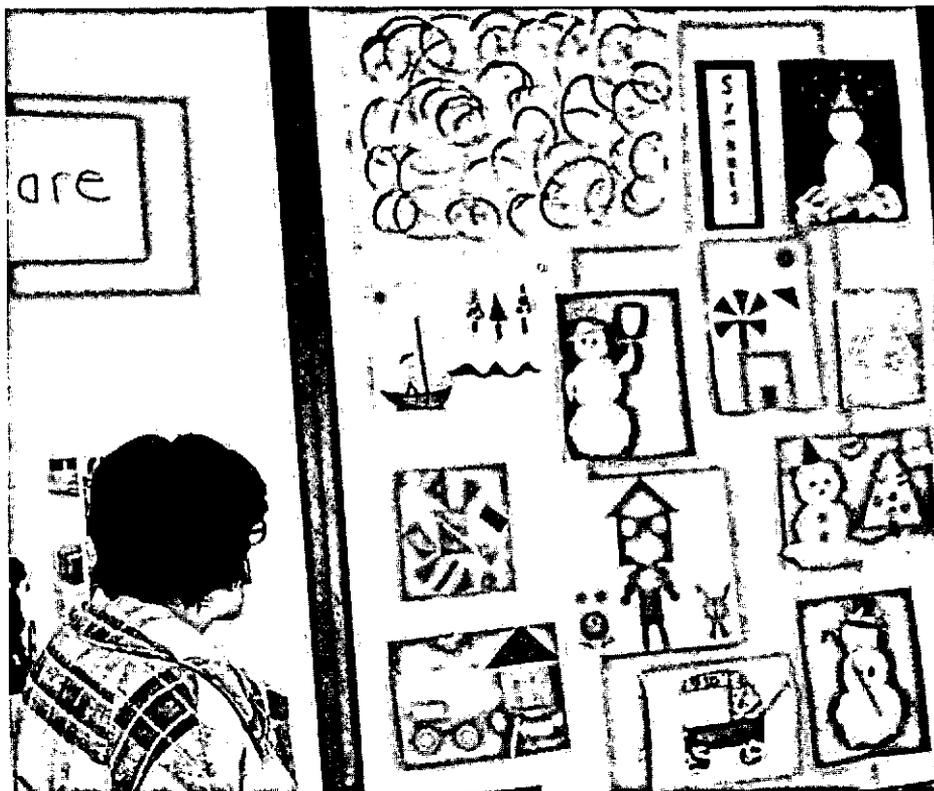
### 0.925 Tailoring a Suit (3 Hrs/Wk)

1 Credit

This advanced course in tailoring presents the techniques used in making a suit. Included is a more advanced method for setting in sleeves, separate front facing, cuffs, shoulder shapes, linings and walking pleats.



- 0.926 Clothing Selection and Construction** **1 Credit**  
 A course covering the principles of clothing selection, with emphasis on fabric, design, style, and color as related to the individual. Instruction in beginning clothing construction is also included.
- 0.927 Wardrobe Accessories (3 Hrs/Wk)** **2 Credits**  
 Features clothing selection principles and emphasizes selection of accessories to enhance the individual and her wardrobe. Selection and use of wardrobe items including accessories for many different occasions will be studied.
- 0.928 Pattern Drafting (2½ Hrs/Wk)** **2 Credits**  
 This course is designed for the individual who is interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms.
- 0.929 Special Fabrics Workshop (3 Hrs/Wk)** **1 Credit**  
 A specially designed short course to give homemakers, fabric sales-clerks and others the latest techniques for handling knits and stretch fabrics. Sewing techniques for making knit shells, sweaters, knit suits, swimwear and sportswear are included.
- 0.931 Advanced Pattern Drafting (2½ Hrs/Wk)** **2 Credits**  
 Pattern drafting techniques used in altering commercial patterns and altering and restyling apparel items as well as methods for creating original styles. Will include advanced steps in creating sleeves, necklines, collars, and skirts. Emphasis will be on techniques for developing original designs. Prerequisite: Flat Pattern Drafting.
- 0.932 Advanced Sewing with Knits (2½ Hrs/Wk)** **2 Credits**  
 This course is designed for individuals who wish to learn more about the characteristics to consider when selecting knit fabrics, and the construction techniques most effective when knit fabrics are used in making tailored type suits, and various types of sportswear.
- 0.933 Sportswear Construction (2½ Hrs/Wk)** **1 Credit**  
 This course is designed for the individual who is interested in skills which will be useful in the selection and construction of clothing for children and adults. Special emphasis will be given to sportswear of various types.
- 0.941 Family Finance and Resource Management (3 Hrs/Wk) (4 wks)** **1 Credit**  
 A study of new ideas for family money management, including use of credit, income tax procedures, teaching children how to manage money, and study of consumer buying ability. Attitudes, values and decision making ability will be emphasized.
- 0.942 Home Furnishing and Decorating (3 Hrs/Wk)** **1 Credit**  
 The fundamentals of home decorating, including the use of design, color, texture, space and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories.
- 0.943 Home Management for Students with Special Needs (2 Hrs/Wk)** **2 Credits**  
 A course in general home management designed for the student with special needs. The course covers management of time, energy, money and other family resources. Explores the decision-making process and includes specific techniques for increasing management skills in the areas of clothing, food, housing and family health. Cost-cutting techniques are emphasized in each area.
- 0.944 Home Maintenance and Repair** **2 Credits**  
 The course is designed to help the student develop a greater awareness of the importance of home maintenance and repair and develop an understanding of some of the basic principles of home maintenance including use of selected tools, selection of materials and techniques used in maintaining and repairing windows, floors, steps, roofs, storage areas, bathrooms and kitchens.
- 0.945 Consumer Education for Students with Special Needs (3 Hrs/Wk)** **2 Credits**  
 This course is designed for members of low-income households and emphasizes a practical approach to the consumer problems of low-income families. Includes housing, food purchasing, budgeting family resources, planning expenditures, comparison shopping techniques, use of credit, clothing expenditures.
- 0.947 Home Decorating with Window Treatments** **2 Credits**  
 Study of the use of design, color, texture, space and form in decorating the home will be covered. Special emphasis on window treatments will include the techniques for constructing lined and unlined draw draperies. Laboratory work will be included.
- 0.970 Meal Preparation for the Family (3 Hrs/Wk)** **2 Credits**  
 This course covers creative meal preparation for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs and some specialty and holiday cookery.



**0.960 Family Life: Relationships I (2 Hrs/Wk)**

**2 Credits**

A course planned to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition, and quality personal appearance in the development of the individual. Individual development in relation to wage earning will be emphasized.

**0.962 Marriage and the Family (3 Hrs/Wk)**

**2 Credits**

Exploration of the social-cultural forces influencing family life, the personal development desirable for marriage, the masculine-feminine roles in marriage and family life, patterns of family living and preparation for parenthood.

**0.968 Understanding the Preschool Child Workshop (2 Hrs/Wk, 6 wks) 1 Credit**

An introduction to the factors affecting the child's physical, emotional and intellectual development. Provides parents of preschool children an opportunity to examine their own role in relation to the child. Includes study of factors which influence development of self-discipline, responsibility, initiative and imagination.

**0.972 Creative Cookery (2½ Hrs/Wk)**

**1 Credit**

The course includes basic food preparation techniques used in preparation of meals for the family. Meal planning, practical nutrition, food buying and creative ways to use ordinary ingredients in family meal preparation are included. Lectures, demonstrations and laboratory.

**7.131 Orientation to Food Services (2 Hrs/Wk)**

**2 Credits**

Explores the various aspects of food service occupations including job requirements, supervision, management, purchasing, preparation and food service. Field trips to various institution kitchens are included.

**7.134 Food Preparation I (3 Hrs/Wk)**

**3 Credits**

The course includes the principles of food preparation with emphasis on the scientific principles of cookery. Demonstrations and experiments will be presented to illustrate the effects of various ingredients, variation in preparation techniques and the critical steps in the preparation of basic food products. The course will serve as a background for quantity foods courses for the individual interested in institution food service.

**7.136 Food Preparation Workshop (3 Hrs/Wk, 4 wks)**

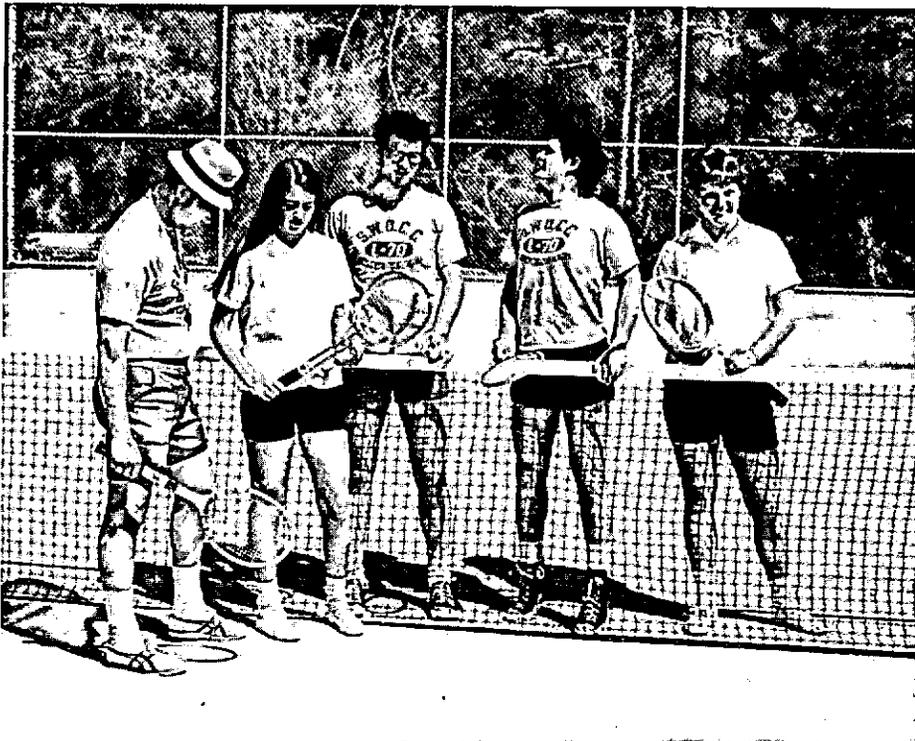
**1 Credit**

A short course presenting techniques used in preparing special foods for holidays and special occasions. Designed for individual preparing for work in food service or for those employed in institution food services.

- 7.138 Practical Nutrition (2 Hrs/Wk) 2 Credits**  
This course is designed for students enrolled in practical nursing, food service and child care programs and others interested in a study of basic nutrition. Covers functions of food and its relation to health, the various nutrients, bodily requirements, and processes involved in utilization of food.
- 7.139 Diet Therapy (2 Hrs/Wk) 2 Credits**  
The course is designed to give hospital cooks more background and understanding in planning, preparing, and serving therapeutic diets, especially in the absence of a dietitian.
- 7.152 Working with Young Children in Preschool Programs (3 Hrs/Wk) 2 Credits**  
This course is designed for the individual who plans to work with children in child day care, play school or nursery school situations. Includes ways of working with young children and techniques effective in presenting and supervising games, art, and music experiences and other activities useful in fostering the physical, social and emotional development of young children.
- 7.150 Dressmaking as a Business (3 Hrs/Wk) 3 Credits**  
Designed for the individual who is interested in sewing for others for a profit. Alteration techniques, special construction techniques as well as the business aspects, including record keeping, advertising, customer relations, and establishment of prices are included.
- 7.160 Child Care Occupations (20 Hrs/Wk) 10 Credits**  
An occupational preparation program designed to train disadvantaged and handicapped youth and adults for work in child care occupations. The program consists of classroom instruction, observation activities, and supervised work experience. The program includes instruction in the areas of child development, preschool programming, operation of day care centers, facilities and equipment necessary for preschool programs, parent education, child nutrition, health and safety, infant and child care, family living, parent education and home and family management.
- 9.933 School Lunch Workshop (6 Hrs) 0 Credit**  
A concentrated workshop to provide the school lunch cook an opportunity to obtain current information in the areas of nutrition, menu planning and food preparation as well as an opportunity to share ideas and techniques useful in developing and conducting an effective school lunch program.
- 9.900 Textile Workshop (6 Class Hrs/Wk, 2 Wk) 1 Credit**  
A concentrated study of modern textile fabrics and the use and care problems involved. Relationship between fiber content and performance in wear, construction, drycleanability and washability of modern fabrics will be emphasized.
- 9.938 Menu Planning (2 Hrs/Wk) 2 Credits**  
The course covers menu planning for quantity food service and will include basic menu planning, meeting protein requirements, fruit and vegetable requirements, the use of techniques and aids useful in menu planning. Menu planning for school lunch will also be studied.
- HEc 101 Introduction to Home Economics 1 Credit**  
An orientation course for Home Economics majors and nonmajors interested in developing a greater understanding of Home Economics as a profession. The course explores the philosophy, contributions, trends, and interdisciplinary nature of the field as well as the services to families. Employment opportunities and training and preparation required for the various areas within the fields are studied as are new developments in related career fields.
- FN 225 Nutrition 3 Credits**  
Study of nutrition and the newer scientific investigations, study of optimal diet for health; present day nutritional problems. For home economics majors, nursing students, physical education majors and food service majors.
- CT 210 Clothing Construction 3 Credits**  
Study of the principles of selection, construction and fitting with emphasis on management. Emphasis throughout the course is on decision making in relation to choices between construction methods and between ready-to-wear clothes and those made at home. Clothing construction as a creative expression is also recognized.
- CT 211 Clothing Selection 3 Credits**  
The course includes study of the artistic, economics and psychological factors affecting the selection of adult clothing. Designed for the student majoring in home economics and fashion merchandising. Also open to nonmajors.
- FL 222 Marriage Preparation 2 Credits**  
Open to men and women. Marriage; nature and motives; marriage readiness. Courtship period, factors in mate selection.
- FL 223 Family Living 2 Credits**  
Open to men and women. Marriage and relationships in the beginning family. A study and analysis of the social, physical, educational, economic, psychological and other factors on family behavior.
- FL 225 Child Development 3 Credits**  
Principles of child growth and development. Influences of culture, family and community influences on physical, social, emotional and mental growth.

## PHYSICAL EDUCATION AND HEALTH

- HE 250 Personal Health** **3 Credits**  
 Study of personal health problems of college men and women, with emphasis on implications in mental health, personal health, health hazards and environmental health.
- HE 252 First Aid** **3 Credits**  
 Study of first aid and safety procedures—for the individual schools, athletics, and civilian defense; meets standard and advanced certification of the American Red Cross.
- PE 131 Intro. to Health and Physical Education** **3 Credits**  
 Professional orientation; basic philosophy and objectives; professional opportunities and qualifications.
- PE 180 Physical Education (Women)** **1 Credit**  
 A variety of activities taught for physiological and recreational values. Special sections for restricted and corrective work. A total of five terms required for all lower-division women students. 3 hours a week.
- PE 190 Physical Education (Men)** **1 Credit**  
 A variety of activities taught for physiological and recreational values. Special sections for restricted and corrective work. A total of five terms required for all lower-division men students. 3 hours a week.
- PE 194 Professional Activities (Women)** **1 Credit**  
 For professional students. Fall—Elementary gymnastics, Winter—Fundamentals of Movement, Spring—Track and field.
- PE 195 Professional Activities (Men)** **1 Credit**  
 For professional students. Methods, teaching techniques, and basic skills, Fall—Elementary gymnastics, Winter—Fundamentals of movement, Spring—Track and field.
- PE 294 Professional Activities (Women)** **1 Credit**  
 For professional students. Methods, teaching techniques, and basic skills. Fall—tennis and badminton. Winter—volleyball and basketball. Spring—archery, bowling and golf.
- PE 295 Professional Activities (Men)** **1 Credit**  
 For professional students. Methods, teaching techniques, and basic skills. Fall—tennis and badminton. Winter—volleyball and basketball. Spring—archery, bowling and golf.



**PRACTICAL NURSING****5.501 Professional & Vocational Relationships****2 Credits**

This course consists of studies to aid the student to understand herself and her relationship with other people, especially patients and fellow workers. It presents the picture of her personal health in relationship to herself and the health of the community. This section also touches on nursing, past, present and future and its legal aspects. Prerequisite: Registration in the Practical Nurse program.

**5.502 Nursing Care in Conditions of Illness****2 Credits**

This course consists of studies of anatomy and physiology, the nutritional needs and conditions of the human body's system. It includes the principles of nursing care of mothers, infants and children, medical and surgical conditions and mental illness. It also covers study of rehabilitation and of the prevention and control of disease. Prerequisite: Registration in the Practical Nurse Program.

**5.503 Normal Health, Growth and Development****3 Credits**

This course consists of studies of the causes, symptoms and treatment of disease of the healthy body with meal planning, and the growth and development of the human being from gestation through childhood, adulthood and into the aging process. This study covers physical, mental and emotional aspects. Prerequisite: Registration in the Practical Nurse Program.

**5.504 Nursing Skills****3 Credits**

This course consists of studies, and practice and demonstration, of the principles and methods used in the physical care of the sick. Prerequisite: Registration in the Practical Nurse Program.

**5.525 Clinical Practice****8 Credits**

This consists of the actual nursing care in the hospital. It is divided into the following major items:

Hospital Organization and Nursing Procedure	80 hrs
Surgical Nursing	256 hrs
Medical Nursing	256 hrs
Obstetrical Nursing (including new born)	256 hrs
Pediatric Nursing	128 hrs
Geriatrics and Long-term Illness	128 hrs
Recovery Room	64 hrs
Central Supply	64 hrs

**9.405/9.406 Practical Chemistry for Health Occupations  
(1½ Class Hrs/Wk, 1½ Lab Hrs/Wk)****3 Credits**

Special topics of Chemistry treating both inorganic and organic field. Emphasis on fundamentals and structure. Quantitative treatment of measurements necessary to obtaining the objective below.

**9.400 Pharmacology (3 Class Hrs/Wk)****3 Credits**

A course designed for practical nurses who wish to learn some of the basic principles of pharmacy. It will give the students a better understanding of drugs; acquaint them with some of the most-used drugs and how to administer them; and acquaint them with some of the dangers of administering drugs.

**ZOOLOGY****Z 201, 202, 203 General Zoology****4 Credits**

For Biology and premedical, prenursing, prepharmacy students and others. 3 lectures; 1 three-hour laboratory period.

# 7 DIVISION OF Physical Sciences

Sam Cumpston, Chairman

## FULL-TIME FACULTY

John Anderson  
Wayne Andrews  
Carroll Auvil  
Rodger Barber  
Bryce Baxter  
Donald Burdg  
Sam Cumpston  
Philip Goetschalckx  
Raymond Kelley  
William Lemoine  
Lanny Leslie  
Ronald Lillenthal  
Andres Toribio

## PART-TIME FACULTY

Victor Alto  
Wayland Freeman  
Orestes Hastings  
Alan Hendrickson  
James Higgs  
Robert Hutchinson  
Duncan Jones  
Wallace Knight  
William Lansing  
Ellsworth Leegard  
Charles McKay  
Andrew Muir  
Edward Schwartz  
George Vanderhoof  
Lewis West  
Clotis Wilson  
Norman Wright



## COURSE OFFERINGS

Apprenticeship Training  
Aviation  
Chemistry  
Construction Trades  
Electronics Technology  
General Science  
Industrial Mechanics  
Industrial Courses (Supplemental)  
Mathematics  
Physics  
Wood Industries

PHYSICAL  
SCIENCES

## PHYSICAL SCIENCES

The Division of Physical Sciences at Southwestern Oregon Community College embraces a wide variety of programs and individual courses in Apprenticeship Training, Aviation, Chemistry, Construction Trades, Electrical/Electronics Technology, General Science, Industrial Mechanics, supplemental Industrial Courses, Mathematics, Physics and Wood Industries Technology. While many of these programs if pursued to a successful conclusion lead to Associate Degrees, and to four-year degrees, most of them are designed also to meet the needs of the adult seeking general education in a particular field or the improvement of his vocational skills for better employment opportunities.



### AVIATION

#### Professional Pilot

	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
6.571	Aeronautics and Meteorology	3 Credits
6.576	Flight Training I	2 Credits
	Related Sequence in Physics	12 Credits
3.304	I. C. Engines I	3 Credits
3.306	I.C. Engines II	2 Credits
3.308	Electrical I or	
3.310	Fuel Systems or	
3.320	Hydraulics-Pneumatics	3-4 Credits
6.577	Flight Training II	2 Credits
6.578	Flight Training III	2 Credits
6.579	Flight Training IV	2 Credits
2.600	Transportation I	3 Credits

**Management**

	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
2.320	Business Law I	3 Credits
2.321	Business Law II	3 Credits
2.322	Business Law III	3 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
2.304	Fundamentals of Marketing	3 Credits
2.380	Principles of Finance	3 Credits
2.600	Transportation I	3 Credits

**Data Processing**

	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
2.600	Transportation I	3 Credits
6.900	Data Processing Fundamentals	3 Credits
6.901	Introduction to Computers	3 Credits
6.903	Introduction to Programming	3 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
6.905	Intermediate Programming	3 Credits
6.902	Introduction to Systems and Procedures	3 Credits
6.909	Electronic Computer Operators	3 Credits

**Secretarial Science**

	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
	Typing Sequence	6 Credits
	Shorthand Sequence	9 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
2.600	Transportation I	3 Credits
	Office Procedures Sequence	9 Credits
2.519	Office Machines	2 Credits
WR 214	Business English	3 Credits

## ELECTRICITY AND ELECTRONICS

Electricity and Electronics is a program designed to prepare students for employment in the electricity and electronics field. These courses are designed to increase the student's employability as he progresses through the curriculum. Completion of a complete Individualized Curriculum for Electronics (ICE) program leads to the Associate in Science degree. This will take most students 6 quarters, or two years to complete.

Students prepare for jobs in electrical and electronic maintenance, equipment operation, manufacturing, construction, communications, and research. Technicians can enter the consumer repair industry in television, radio, and electrical appliances, and in electronic and communications equipment.

Courses include math, physics, and general education, as well as those with technical content in electricity and electronics.

### Electronics Technician

First Year		F	W	S
1.111, 1.112, 1.113 <sup>1/</sup>	Communications or equivalent sequence	3	3	3
6.261, 6.262, 6.266 <sup>2/</sup>	Technical Mathematics	4	4	4
6.310	Electronic Theory and Practices (ICE)	8	8	8
4.110	Blueprint Reading and Sketching or 4.101 Drafting or elective	2		
4.103, 4.105	Drafting or elective		2	2
		17	17	17
Second Year		F	W	S
6.310	Electronics Theory and Practices (ICE)	10	12	10
1.120, 1.121, 1.122	Man and Society or equivalent sequence	3	3	3
4.300, 4.302	Practical Physics	4		4
		17	15	17
TOTAL: 100 credits				

1/ May be taken either first or second year.

2/ Students should register in mathematics at level indicated by placement tests or advice of electronics instructor.

### Electronics Service Technician

First Year		F	W	S
1.111, 1.112, 1.113 <sup>1/</sup>	Communications or equivalent sequence	3	3	3
4.200, 4.202, 4.203 <sup>2/</sup>	Mathematics	4	4	4
6.320	Electronic Theory and Practices (ICE)	8	8	8
Optional Additions:				
4.207 <sup>3/</sup>	Slide Rule	1		
4.110	Blueprint Reading and Sketching or 4.101 Drafting or elective	2		
4.103, 4.105	Drafting or elective		2	2
		15-18	15-17	15-17
Second Year		F	W	S
6.320	Electronic Theory and Practices (ICE)	8	12	12
1.120, 1.121, 1.122	Man and Society or equivalent sequence	3	3	3
4.300	Practical Physics	4		
		15	15	15
TOTAL: 90-97 Credits				

1/ May be taken either first or second year.

2/ Students should register in mathematics at level indicated by placement tests or advice of electronics instructor.

3/ May be taken any term. May be included in other courses.

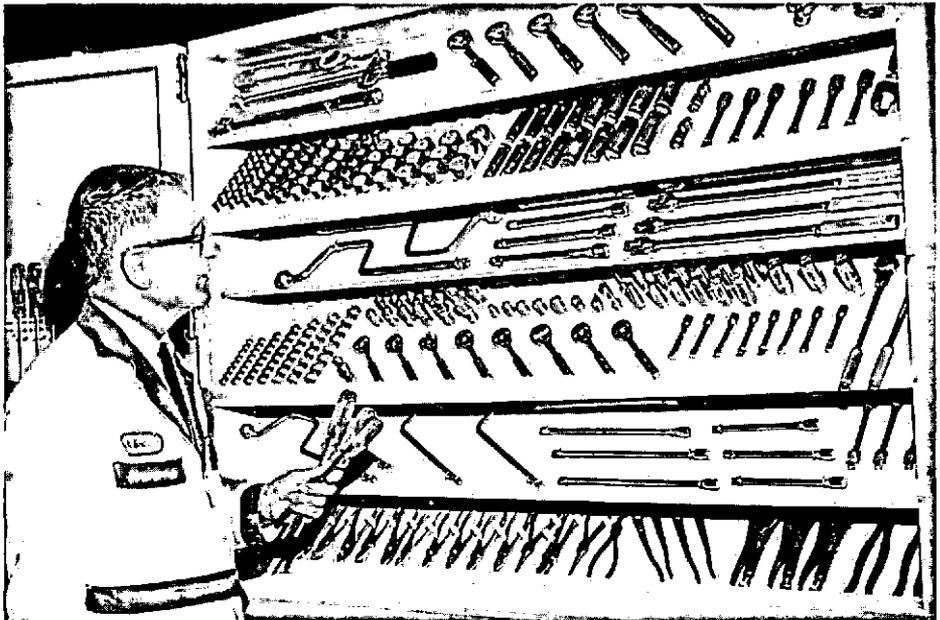
## INDUSTRIAL MECHANICS

Industrial Mechanics is a two-year course preparing students for automotive and metal-working fields. Students are prepared for entry level jobs as service station attendants, mechanics, and welders; other employment opportunities (after on-the-job training) include metallurgical lab assistant, and apprenticeship in machinist trades, hydraulics, sheetmetal, and welding. Completion of the program leads to the Associate in Science degree.

Course work includes math, physics, internal combustion engines, mechanical systems, fuel systems, electrical systems, welding, and machine tool practices.

First Year		F	W	S
3.300	-Suspension and Brakes			3
3.304, 3.306	Internal Combustion Engines I and II	3	2	
3.320	-Hydraulics and Pneumatics			3
4.110	Blueprint Reading and Sketching	3		
4.150, 4.151, 4.154	Welding I, II, V	2	2	2
4.160	Metals Technology			3
4.170, 4.171, 4.172	Machine Tool Practices I, II, III	3	3	3
4.200, 4.202	Mathematics	4	4	
4.300, 4.304	Practical Physics	4	4	
		19	15	14
Second Year		F	W	S
1.111, 1.112, 1.113	Communications	3	3	3
1.120, 1.121, 1.122	Man and Society	3	3	3
3.308, 3.322	Electrical I and II	4	4	
3.310	Fuel Systems		3	
3.318	Steering Controls	3		
3.324	Diagnostic Procedures			3
3.326	Automatic Transmissions			3
3.329, 3.331, 3.333	Mechanical Systems Lab. I, II, III	3	3	3
3.332	Service Management			2
3.316	Power Trains		2	
		16	18	17
TOTAL 92-99 Credits				

Under the advice of an industrial mechanics instructor, metal-working majors may substitute the following courses for some of the Automotive subjects: 4.152, 4.153, 4.155, 4.156, 4.157; Welding III, IV, VI, VII, VIII.

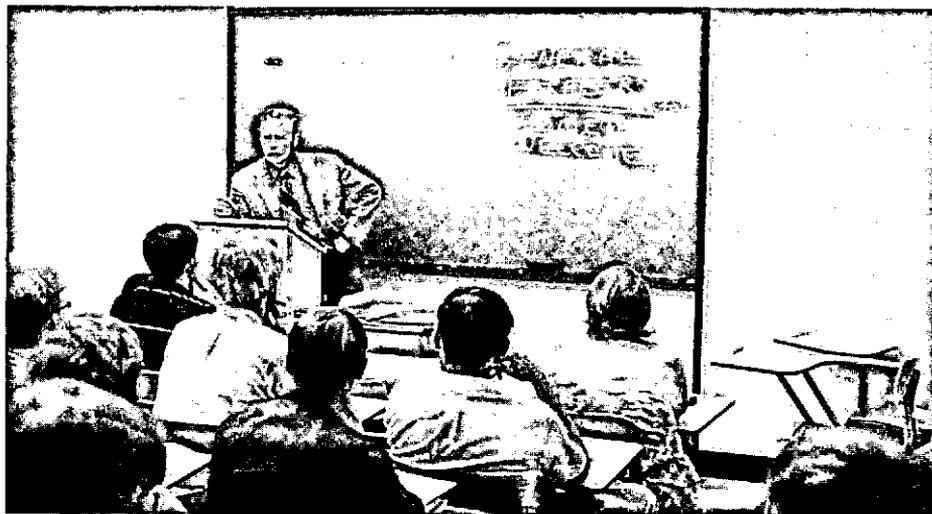


## WOOD INDUSTRIES

Wood Industries Technology is a two-year program in which training in technical forestry is given in preparation for careers in government and industrial forestry. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry occupations as forestry technician, scaler trainee, etc. These jobs can lead to supervisory and administrative positions.

Course work includes training in cruising, scaling, surveying, aerial photogrammetry, and logging methods.



First Year		F	W	S
	Sequence in Communications or English Comp	3	3	3
4.2001	Basic Mathematics	4		
4.2021	Elementary Algebra and Trigonometry I		4	
4.2041	Intermediate Algebra I, or 4.203			4
6.401	General Forestry	3		
6.404	Elementary Forest Surveying	3		
6.406	Forest Engineering I	3		
6.407, 6.408	Forest Mensuration I, II		3	3
6.410, 6.411	Forest Operations I, II		3	3
6.415	Dendrology			3
	Electives		3	3
		16	16	19
Second Year		F	W	S
Bot 201, 202, 203	General Botany	4	4	4
6.409	Forest Protection	3		
6.419	Forest Recreation	3		
6.413	Forest Products		3	
6.414	Forest Contracts		3	
6.405	Advanced Forest Surveying			3
6.416	Aerial Photogrammetry			3
6.417	Silviculture			3
9.601	Materials of Construction	3		
9.204	Small Business Operations		3	
1.608	Psy of Human Relations or Fundamentals of Speech Sp111		3	
	Electives	3		3
		16	16	16
TOTAL: 99 Credits				

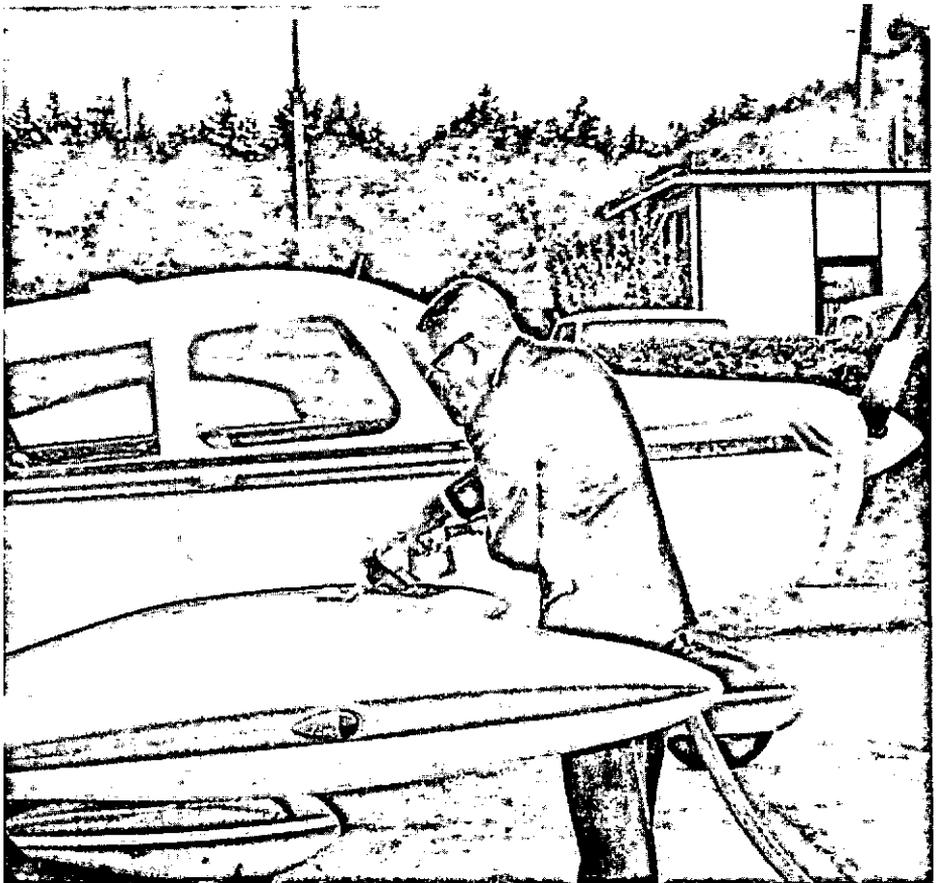
<sup>1</sup> Or, 4.202, 4.203, 4.204, and/or Math 100 (Intermediate Algebra II), according to placement tests.

## PHYSICAL SCIENCES DIVISION

### Apprenticeship Training

The following apprentice related instruction courses are offered by the College as needed. Apprenticeship training periods vary from three to six years according to the individual occupation. Each course provides related classroom instruction for apprentices registered under the Oregon Law and Plan of Apprenticeship. Classroom instruction is related to on-the-job training experience outlined in apprenticeship standards.

9.186	Carpenter Apprentice (5 Hrs/Wk)	Term Credit	1½
9.187	Industrial Electrician Apprentice (5 Hrs/Wk)		1½
9.188	Inside Wireman Apprentice (5 Hrs/Wk)		1½
9.189	Power Lineman Apprentice (5 Hrs/Wk)		1½
9.190	Plumber Apprentice (5 Hrs/Wk)		1½
9.191	Sheetmetal Apprentice (5 Hrs/Wk)		1½
9.192	Machinist Apprentice (5 Hrs/Wk)		1½
9.193	Automotive Mechanic Apprentice (5 Hrs/Wk)		1½
9.194	Painter Apprentice (5 Hrs/Wk)		1½



## AVIATION

- 0.700 Aviation Orientation (2½ Class Hrs/Wk) 0 Credit**  
A six-weeks course especially planned to acquaint wives, husbands and parents of pilots with the principles of flight, air navigation, meteorology and Federal air regulations.
- 6.550 Introduction to Aviation (3 Class Hrs/Wk) 2 Credits**  
Basic aerodynamics, aircraft engines, preflight procedures, air-ground communications and federal regulations for the private pilot.
- 6.560 Air Navigation (3 Class Hrs/Wk) 2 Credits**  
Cross country flight planning, navigation, radio navigation meteorology and related FAA regulations for the private pilot. Satisfactory completion of this course should qualify the student for the FAA private pilot written examination.
- 6.570 Aerodynamics (3 Class Hrs/Wk) 3 Credits**  
Airplane performance and stability. Aircraft loading, flight dynamics, integrated theory of engines in flight with related problems of maintenance and safety control. Applicable FAA regulations. Prerequisite: 6.550 or instructor approval.
- 6.571 Aeronautics and Meteorology (3 Class Hrs/Wk) 3 Credits**  
Advanced study of air navigation with related meteorology. Modern navigation equipment, interpretation and analysis of meteorological data. Prerequisite: 6.560 or instructor approval. Satisfactory completion of this course should qualify the student to take the FAA Commercial Pilot written examination.
- 6.572 Instrument Flight I (3 Class Hrs/Wk) 3 Credits**  
Aircraft equipment, navigation charts, flight planning, weather reports and forecasts for instrument flight. Related FAA regulation. Prerequisite: 6.560, private pilot license or instructor approval.
- 6.573 Instrument Flight II (3 Class Hrs/Wk) 3 Credits**  
Operating in an air traffic control environment. Departure and approach techniques, holding ATC clearances, emergency regulations and procedures. At the completion of this course the student should be prepared to take the FAA written examination for Instrument Pilot.
- 6.574 Flight Familiarization I (3 Class Hrs/Wk) 1 Credit**  
Basic training including at least 12 hours in dual instruction and flight observer plus related ground instructions to enable the student to operate the aircraft through basic maneuvers.
- 6.575 Flight Familiarization II (3 Class Hrs/Wk) 1 Credit**  
Basic training including at least 12 hours command flight and observer time plus related ground instruction to enable the student to operate the aircraft in solo flight. Prerequisite: 6.574, Flight Familiarization.
- 6.576 Flight Training I (72 Lab Hrs) 2 Credits**  
Advanced instruction including 10 hours dual flight, 20 hours solo flight and related ground instruction to enable the student to undertake safe cross country solo flight under all normally anticipated conditions. Prerequisite: Flight Familiarization II or equivalent.
- 6.577 Flight Training II (72 Lab Hrs) 2 Credits**  
Advanced instruction including 15 hours dual flight, 35 hours solo flight and related ground instruction to prepare the student for transition into more complex aircraft and accumulate cross country and night flying experience. Prerequisite: Flight Training I or equivalent.
- 6.578 Flight Training III (72 Lab Hrs) 2 Credits**  
Advanced instruction including at least 18 hours dual flight, 24 hours solo flight and related ground instruction to familiarize the student with IFR operating procedures and to develop proficiency in precision maneuvers. Prerequisite: 6.577 Flight Training II.
- 6.579 Flight Training IV (72 Lab Hrs) 2 Credits**  
Advanced instruction, including 18 hours dual flight, 24 hours solo flight and related ground instruction. Satisfactory completion of this course should qualify the student for the FAA Commercial Pilot and Instrument Rating Examinations.

## CHEMISTRY

- Ch 104, 105, 106 General Chemistry 5, 4, 4 Credits**  
An introductory course in general, inorganic chemistry. Introduction to concepts of atomic structure and its effect on the behavior of matter, the laws of chemical change, and the manipulation of scientific quantities. Prerequisite: satisfactory background in high school algebra or concurrent enrollment in Mth 4.202 Elementary Algebra.
- \*Ch 201, 202, 203 General Chemistry 4 Credits**  
Service course covering basic principles of general chemistry. Three lectures and one three-hour laboratory. Prerequisite: one year of high school chemistry and proficiency in basic algebra or acceptable college aptitude scores. The laboratory work during spring term will be largely devoted to qualitative analysis.
- \* Transfer credit will not be granted for more than one of the two sequences. (Ch 104, 105, 106; Ch 201, 202, 203).**
- Ch 226, 227 Elements of Organic Chemistry 5 Credits**  
Chemistry of the carbon compounds; the aliphatics, aromatics, and derivatives. For predoctoral, pre-veterinarian, and medical technology, 3 lectures, 2 three-hour laboratory periods.
- Ch 234 Quantitative Analysis 5 Credits**  
Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for predoctoral, premedical, and medical technology students. 3 lectures, 2 three-hour laboratory periods. Prerequisite: Ch 203, or equivalent.

**CONSTRUCTION TRADES****4.101 Drafting (4 Lab Hrs/Wk)****2 Credits**

This is a fundamental course in drafting designed to give the student a basic understanding of drawing techniques. Emphasis will be placed on the application of approved lettering techniques. Drawing techniques such as geometric construction, drafting instruments, standard orthographic projection and procedures, and ASA selection of views, sectional and auxiliary views, revolutions, threads, and standard dimensioning practices will be covered.

**4.103 Electrical Drafting (4 Lab Hrs/Wk)****2 Credits**

This course covers the techniques required for the electrical and electronic fields. It includes charts, graphs, chassis layout, schematic and pictorial wiring diagrams, routing diagrams (power distribution, lighting, conduit and ducts, underground wiring and ducts), and location drawings. Standard Schematics such as major starters, annunciators, AM receivers, and other typical industrial circuits will be covered. ASA and EEIA approved symbols will be used. Prerequisite: Drafting 4.101 or equivalent.

**4.105 Drafting (4 Lab Hrs/Wk)****2 Credits**

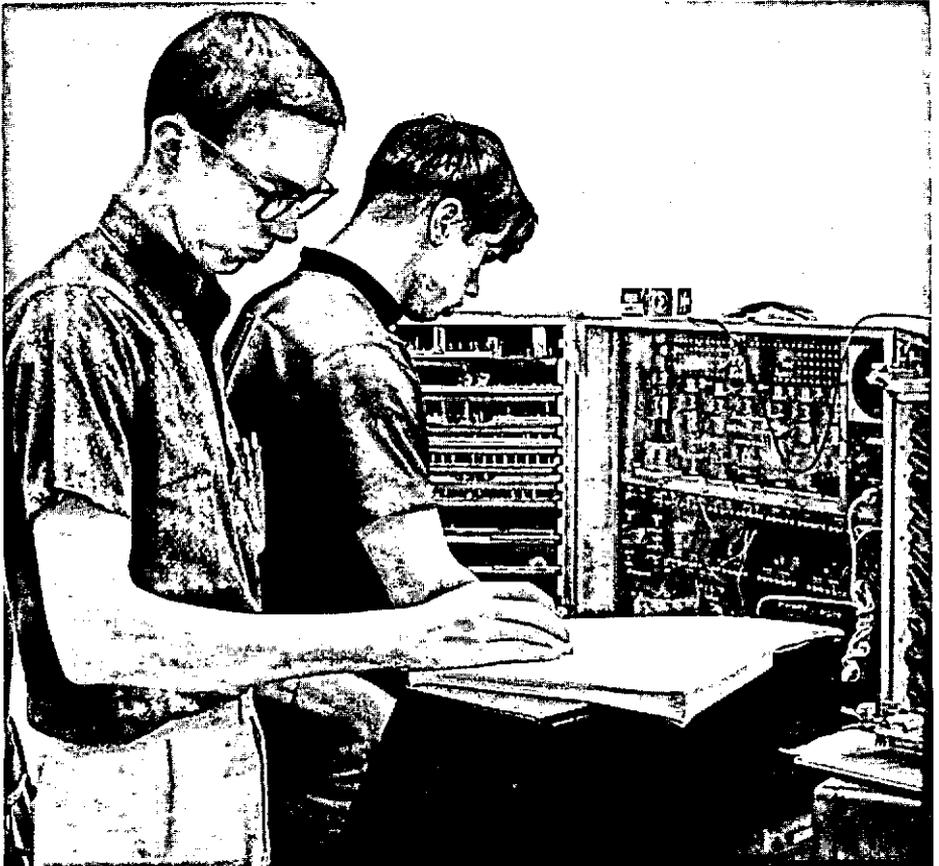
This is an intermediate course designed to prepare students to enter mechanical, structural civil, and architectural drafting. It includes isometric projection, perspective drawings. Emphasis is placed on the concept, technique of inking, and the development of working drawings as used in industry. Limitations of general shop equipment are discussed. Prerequisite: Drafting 4.101 or equivalent.

**6.108 Materials of Construction (2 Class Hrs/Wk)****2 Credits**

Comparisons of various materials, their source, method of manufacture, physical and chemical properties; grading under a variety of conditions; soil and terrain as encountered in construction work.

**6.127 Practical Descriptive Geometry (4 Lab Hrs/Wk)****2 Credits**

This course gives a brief view of advanced drafting problems and takes the student further into the field of descriptive geometry principles. In the production of detailed drawing, from assembly drawing, the principles of Descriptive Geometry are necessary to the skilled draftsman. Prerequisites: Third term standing or approval of department head.



## ELECTRICITY AND ELECTRONICS

The program Individualized Curriculum for Electronics (ICE) encompasses the important phases of Electronics Technology and is subdivided into approximately 200 individual learning packages. Since the student selects the individual learning packages according to his needs, there is no set sequence of packages nor is a given set of packages assigned to a given course. The following reflects these conditions:

### MASTER PACKAGE LIST

<b>Occupations</b>	The AC Wave Form
Electronics Engineering Technician	AC Voltage, Current and Power
Electronics Assembler	Basic Transformer
Industrial Electronics Technician	Inductive Reactance
Electronics Service Technician	RL Time Constant
Electronics Mechanic	Decibel Units
Electrical Appliance Serviceman	P-N Junctions
<b>Terminology</b>	<b>Circuits</b>
Basic Terminology—Glossary	Ohm's Law
Electrical Energy	Kirchoff's Voltage Law
Circuits In Series	Parallel Circuits
Circuits In Parallel	Conductances In Parallel
Current In Circuits	Kirchoff's Current Law
Voltage Polarities	Power
<b>Instruments</b>	Power In Parallel Circuits
Reading Meters	Unloaded Voltage Divider
Using Meters	Current Divider
Basic Meters	Thevenin Equivalent
The VTVM	Norton's Equivalent
Power Supplies	Non-Linear Circuits
Signal Generators	DC Load Line
The Oscilloscope	AC Load Line
Digital Voltmeters	Cathode Load Line
Transistor Curve Tracers	Capacitor Coupling
Frequency Counters	The Effect of the Cathode
Tube Checkers	Capacitor on a Circuit
<b>Schematics</b>	Diode Rectifiers, Full Wave
Basic Symbols	and Half Wave
Resistor Color Code	Loaded Voltage Divider
Component Identification	Series Parallel Networks
Active Device Symbols	Wheatstone Bridge
Plotting Graphs	Delta-Wye Transformation
Using Electronic Device Graphs	Vector Algebra
<b>Devices</b>	Phasors
Semi-Conductor Diode	Maximum Power Transfer
Using Diodes	Calculating RC Charge
The Zener Diode	and Discharge Curves
Introduction To Transistors	High Frequency Response
Transistor Characteristics	in Tube Circuits
The SCR	Full Wave Bridge Power Supplies
Tube Diodes	Power Supply Filters
The Vacuum Tube Triode	Transistor Biasing
Basic Triode Action	Biasing of Tubes
Triode Parameters	Series AC Circuits
Pentode Characteristics	Parallel Circuits Admittance
The Field Effect Transistor	Sinusoidal AC Linear Circuits
<b>Theory—Basics</b>	Introduction to Sine Oscillators
The Nature of Electricity	Series Resonant Circuits
Voltage in a Circuit	Parallel Resonant Circuits
Resistance and Conductance	"Q"
Ohm's Law—Basic	Common Base Amplifier
Series Circuits	Pentode Amplifiers
Magnetic Circuits	Transistor Load Lines
Basic Inductance	Frequency Response
Capacitor Construction, Color	in Transistor Circuits
Code and Tests	Attenuators
Capacitors in DC Circuits	Tuned Transformer Coupling
	Millman's Theorem

Kirchoff's Loop Analysis  
 Superposition Theorem  
 Filter Networks  
 Complex AC Networks  
 Common Collector Amplifiers  
 Nodal Analysis  
 Multiple Source AC Network Analysis  
 Common Emitter Amplifier  
 Common Emitter Characteristics  
**Diagnosis and Repair**  
 Circuit Familiarity  
   in Trouble Shooting  
 Developing Effective  
   Trouble Shooting Techniques  
 Equipment Selection Trouble Shooting  
 Experimental Trouble Shooting  
 Locating Specific Troubles  
   in Trouble Shooting  
**Construction Techniques**  
 Soldering  
 Identification of Hand Tools

Hand Grinding Tools  
 Screw-Pitch, Wire, and  
   Sheetmetal Gauge  
 Using the Micrometer  
 Chassis Construction  
 Printed Circuits Lay-Out and Etching  
 Power Drills

**Math**  
 Introduction to the Slide Rule  
 Scientific Notations  
 The Slide Rule C and D Scales  
 The Slide Rule A, B, and K Scales  
 Reciprocals/Slide Rule  
 The Slide Rule L Scale  
 The Slide Rule LL, Lh Scales  
 The Slide Rule S, T, and ST Scales

**NOTE**

Other packages for student selection will be added at a later date.

**6.212 Oscillator Circuits and Design (2 Class Hrs/Wk) 2 Credits**

A continuation of vacuum tube and transistor analysis. Involves the study of single-phase rectifier circuits and filters with calculation of the ripple-factor. Introduces the fundamental feedback equation and covers positive and negative feedback. Various types of tee-back oscillators including the Hartley and Colpitts are analyzed. Covers negative-resistance oscillators, miscellaneous sine-wave oscillators, non-sinusoidal oscillators including various multivibrator circuits. The principles of AM and FM modulation and detection are studied and the theory and application of the cathode-ray oscilloscope is included. Prerequisite: Fourth term standing or approval of department head.

**6.214 Amplifier Circuits and Design (3 Class Hrs/Wk) 3 Credits**

A continuation of oscillator circuits and design. Covers the application of vacuum tubes and transistors in amplifier circuits. Analyzes the vacuum tube amplifier into its basic and equivalent circuit. Includes load-lines, distortion, and pentode and beam-power tube consideration. Analyzes transistor amplifiers in various circuit configurations and covers biasing methods. Also includes transformer analysis, transformer-coupled amplifiers, and R-C couple amplifiers. Special amplifiers using vacuum tubes and transistors are studied. Includes push-pull circuit analysis and phase inversion; Class-C amplifier analysis, and high-frequency amplifiers. Prerequisite: Fifth term standing or approval of department head.

**6.216 Advanced Electronic Circuits (2 Class, 3 Lab Hrs/Wk) 3 Credits**

A course designed to stimulate problems in industry. Covers six electronic areas including computers, communications, industrial controls, electronics, microwaves, and radar. Class meetings involve overview of each area and study of current problems and opportunities. Lab involves construction, testing, and reporting performances of assigned circuits. Prerequisites: Sixth term or approval of department head.

**6.218 Industrial Electronics (2 Class, 3 Lab Hrs/Wk) 3 Credits**

An introductory class and laboratory course covering the principles and applications of electronics in industry. Involves a review of the principles of D-C motors and generators, and covers D-C motor controls with emphasis on electronic controls. Also covers relays and time-delay circuits; industrial photo-electric control and typical applications; electronic power-control with saturable-core reactors and the amplydyne; and the electronic control of welding. Prerequisites: Fifth term standing or approval of department head.

**6.228 Industrial Television (2 Class, 3 Lab Hrs/Wk) 3 Credits**

A theory and lab course designed to cover television systems, scanning and synchronization, composite video signal, frequency-modulation, television receivers and monitors, picture tubes, power supplies, video amplification, practical design of video amplifiers, brightness-control and d-c reinsertion video, detection automatic gain-control and sync-separation, and deflection oscillator and amplifier circuits. Prerequisites: Fifth term standing or approval of department head.

**6.234 Wave Generator and Shaping (2 Class, 3 Lab Hrs/Wk) 3 Credits**

A class and laboratory course designed as an introduction to pulse techniques. Begins with an introduction to pulses, giving their historical development, typical applications, nomenclature, importance of pulse shapes, and responses of frequency-selective circuits to pulses. Includes the theory and operation of limiter and clipper circuits, differentiating and integrating circuits, and D-C restoration. Various multivibrator circuits, synchronization circuits, and application of multivibrators are studied. Also covers blocking oscillators of several types, their principles of operation, and application. Prerequisites: Fourth term standing or approval of department head.

**6.235 Industrial Television (1 Class, 2 Lab Hrs/Wk) 1 Credit**

A theory and laboratory course covering closed-circuit television systems, picture transmission, scanning process and the composite signal, camera tubes and circuits, camera video amplifier systems, camera sync and deflection generators, and several types of commercial industrial cameras with emphasis on circuit analysis, set-up procedure, operation and adjustment. Prerequisites: Sixth term standing or approval of department head.

**6.236 Servo Systems (1 Class, 3 Lab Hrs/Wk) 2 Credits**

Presents the principles of servo and data transmission systems with emphasis on fundamentals. Covers control systems and servo-mechanisms, elementary forms of control systems, servo systems, synchros, servo element, electronic and magnetic amplifier, direct current servomotors, performance improvers, methods for servos and measurement, and examples of servos and servo systems. Prerequisites: Fourth term standing or approval of department head.

**6.240 Electronic Data Processing (3 Class Hrs/Wk) 3 Credits**

An introduction to the principles of electronic digital computers. Covers the application and programming of computers in business, industrial, and scientific organizations. Reviews the decimal and binary numbering systems as they relate to computers; analyzes computer circuitry with emphasis on transistor and diode switching circuits; presents the fundamentals of logical design with an introduction to Boolean Algebra and the use of block diagrams; analyzes the major divisions of a digital computer in terms of the arithmetic element, the memory element, input and output devices, and the control element. Prerequisites: Fifth term standing or approval of department head.

**6.244 Automation Systems (3 Class Hrs/Wk) 3 Credits**

This course is devoted to the study of the techniques of automation. Introduces the basic concepts of automation and covers automatic controls, pneumatic control devices, hydraulic control devices, and electronic and electrical control devices. The application of automation is studied from examples in the areas of materials handling and assembling, production of metals, metal casting processes, mechanical working of metals, pressworking of metals, metal cutting operations, heat treating of metals, metal joining operations, and inspection and quality control. Prerequisite: Sixth term standing or approval of department head.

**6.246 Industrial Electronics (3 Class, 2 Lab Hrs/Wk) 4 Credits**

A continuation of industrial electronics with emphasis on A-C principles and applications in industry. Covers alternating current characteristics, generation of A-C, vector diagram analysis, properties of electric circuits, and graphical representation of resistance, reactance and impedance. Single-phase circuits are analyzed in terms of power factor, and three-phase wye and delta combinations are studied. Also includes transformers and regulators, alternating-current generators, polyphase induction motors, synchronous motors and self-synchronous devices, single-phase motors, circuit-protective and switching equipment, electrical instruments and electrical measurement. Prerequisite: Sixth term standing or approval of department head.

**6.135 Engineering Problems (2 Lab Hrs/Wk) 1 Credit**

This course of study in engineering problems is one in which the student is instructed in the development of accurate, effective work and study habits. The course is intended to train the student to organize his analyses and record them in clear, concise form so that they can be interpreted. Prerequisite: One year of high school algebra or equivalent.

**6.136 Engineering Problems (2 Lab Hrs/Wk) 1 Credit**

This course aims to develop the skill of gathering together and sorting research results and problems solving records into logical summation. Mathematical and graphical analysis of data will be emphasized in the presentation of information in the report. Prerequisite: Engineering Problems 6.135.

**GENERAL ENGINEERING****GE 101 Engineering Orientation 2 Credits**

Engineering Orientation GE 101 is an extensive introduction to the nature of the engineering process of representation, optimization and design. The opportunities found in the field of engineering are introduced. Prerequisite: Mth 101 previously or concurrently.

**GE 102 Engineering Orientation 2 Credits**

Engineering orientation GE 102 acquaints students with engineering analysis and develops skills in the areas of computation and graphical representation. The digital computer is introduced. Prerequisite: Mth 101 previously or concurrently.

**GE 103 Engineering Orientation 2 Credits**

Fosters creative ability to design projects. Computer programming is used as an aid for problems common to all fields of engineering. Prerequisite: GE 102 or instructor's consent.

**GENERAL SCIENCE****GS 104, 105, 106 Physical Science 4 Credits**

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method. 3 lecture, 1 two-hour laboratory period. Prerequisite: One year of high school Algebra and/or consent of the instructor.

**GEOLOGY****G 201, 202, 203 Geology 4 Credits**

A study of the agents and processes that have built up, deformed and torn down the surface features of the earth; the main events in earth's history; history, occurrence and characteristics of the common rocks and minerals. Lectures, laboratory and field study.

**INDUSTRIAL COURSES**

- 3.300 Suspension and Brake Systems (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
The construction and operation of front and rear suspension systems and hydraulic brakes. Includes adjustment and repair procedures. Prerequisite: Practical Physics 4.300.
- 3.304 Internal Combustion Engines I (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Theory, operation, and maintenance of internal combustion engines.
- 3.306 Internal Combustion Engines II (1 Class, 4 Lab Hrs/Wk) 2 Credits**  
Engine overhaul techniques, using industry standards. Includes machining and repair processes required in engine reconditioning. Prerequisite: Internal Combustion Engines I 3.304.
- 3.308 Electrical I (3 Class, 3 Lab Hrs/Wk) 4 Credits**  
Theory and application of basic electricity to motors and engine accessories. Prerequisite: Practical Physics 4.304.
- 3.310 Fuel Systems (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Theory and operation of major components of fuel systems of internal combustion engines.
- 3.314 Power Accessories (2 Class, 2 Lab Hrs/Wk) 3 Credits**  
Theory and operation of power steering, power brakes, power windows, and power tops. Includes disassembly, assembly, and testing of various power units. Prerequisite: Hydraulics-Pneumatics 3.320.
- 3.316 Power Trains (1 Class, 2 Lab Hrs/Wk) 2 Credits**  
Power transmission through clutches, standard transmissions, overdrives, drive lines and differentials. Typical units are disassembled, assembled, and adjusted. Prerequisite: Suspension and Brake Systems 3.300.
- 3.318 Steering Controls (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
A detailed study of wheel alignment factors, equipment and procedures. Wheel balancing methods are included with alignment trouble diagnosis. Prerequisite: Suspension and Brake Systems 3.300.
- 3.320 Hydraulics-Pneumatics (2 Class, 2 Lab Hrs/Wk) 3 Credits**  
Theory and application of hydraulic power in industry.
- 3.321 Basic Industrial Hydraulics (3 Class Hrs/Wk) 4 Credits**  
The course consists of a study of the basic laws that govern hydraulic power; a study of a majority of industrial hydraulic components, their nomenclature, operation, and function; and the complete basic hydraulic circuitry necessary for primary linear and rotary actuation.
- 3.322 Electrical II (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Principles and operation of D.C. and A.C. generation and regulation systems. Emphasizes the use of test instruments to locate malfunctions and to adjust regulation devices. Prerequisite: Electrical 3.308.
- 3.324 Diagnostic Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Systematic testing and tuning of I.C. Engines. Prerequisite: Electrical 3.322.
- 3.326 Automatic Transmission (3 Class, 3 Lab Hrs/Wk) 4 Credits**  
Theory and operating principles of automatic transmission. Hydraulic and power flow principles are applied to typical units. Prerequisite: Hydraulic-pneumatics 3.320.
- 3.329 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 3 Credits**  
Engine overhaul, carburetion, and electrical system service. Prerequisite: 4th term standing.
- 3.331 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 3 Credits**  
A continuation of 3.329.
- 3.332 Service Management (2 Class Hrs/Wk) 2 Credits**  
A course designed to give the students an appreciation of the duties and responsibilities of the service manager. Prerequisite: 6th term standing.
- 3.333 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 3 Credits**  
The final course in shop service operations. Emphasis is placed on flat rate schedules and repair cost estimating. Job selection is extended into the tune up and automatic transmission fields. Prerequisite: 6th term standing, plus 3.331.
- 4.110 Blueprint Reading and Sketching (2 Class, 2 Lab Hrs/Wk) 3 Credits**  
Introduction to blueprint reading and basic industrial sketching.
- 4.150 Welding I (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to oxyacetylene welding, covering the theory, practices, safety and operations of oxyacetylene equipment on light gauge materials. History of welding and forming metals.
- 4.151 Welding II (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to oxyacetylene burning and welding of heavy plate covering the theory, practices and safe operation of burning and welding equipment on various types and sizes of materials.
- 4.152 Welding III (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to oxyacetylene pipe welding, tubing welding and exotic metal bonding.
- 4.153 Welding IV (4 Lab Hrs/Wk) 2 Credits**  
Use of student skills to complete all projects not completed in Welding I, II, and III.
- 4.154 Welding V (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to arc welding plate; all positions.

- 4.155 Welding VI (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to arc welding pipe.
- 4.156 Welding VII (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to TIG and MIG welding machines on steel and various types of exotic metals.
- 4.157 Welding VIII (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
To reinforce all safety procedures learned and to complete all projects not completed in Welding V, VI, VII.
- 4.160 Metal Technology (2 Class, 3 Lab Hrs/Wk) 2 Credits**  
Theory and application of ferric physical metallurgy, basic theory of metals, heat treating and microscopic analysis.
- 4.161 Metals Technology II (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Laboratory procedures for preparing metallic specimens for metallurgical inspection. Basic metal microscopic analysis and experimentation by use of various industrial metals, heat treatments and weld joints.
- 4.170 Machine Tool Practices (2 Class, 4 Lab Hrs/Wk) 3 Credits**  
Fundamentals of precision metal-shaping with hand and machine processes.
- 4.171 Machine Tool Practices II (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Develop basic concepts into more advanced machine theory and practice.
- 6.111 Applied Mechanics II (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
A study of energy in motion. The course covers the principles of friction, centroids, inertial characteristics, motion and velocity, force and acceleration, curvilinear motion and rotation, and advanced concepts of work, power and energy. Time is provided for demonstrations and experiments to help clarify the principles and procedures covered. Prerequisite: Applied Mechanics 6.109 or the equivalent.
- 6.112 Hydraulics I (3 Class Hrs/Wk) 3 Credits**  
The first course in the study of hydraulics covers the fundamental properties of fluids, principles of hydrostatic pressure—including Pascal's Law, the hydrostatic Paradox, the Archimedes' Principle—measurement by manometer, the measurement of fluid properties. The relationship of hydrostatic pressure and center of gravity and the effect of hydrostatic pressure exerted against plane surfaces will also be discussed. Time is provided for demonstrations and experiments to help clarify the principles and procedures covered. Prerequisites: Applied Physics 6.471 and Technical Mathematics 6.266 or equivalent.
- 6.114 Hydraulics II (3 Class Hrs/Wk) 3 Credits**  
The second course in hydraulics consists of the fundamentals of fluid flow, Bernoulli's theorem, flow profiles, stream restrictions (such as weirs, flumes, metering runs), distribution of energy in the stream, flow through pipe, Reynold's Law, Newton's Laws of hydrodynamics, vector representation, hydraulic similitude, and dimensional analysis. Time is provided for demonstration and experiments to help clarify the principles and procedures covered. Prerequisite: Hydraulics 6.112 or equivalent.
- 9.100 Blueprint Reading and Sketching (3 Class Hrs/Wk) 3 Credits**  
Introduction to Blueprint reading and basic industrial sketching.
- 9.110 Carburetion for Auto Mechanics (1 Class, 2 Lab Hrs/Wk) 3 Credits**  
A course providing an overall knowledge of fuel systems beginning with basic carburetion theory and circuitry to be applied to common types of carburetors, including four barrel and multiple carburetor installations. Lab experience is provided on representative types of modern carburetors. The course is aimed toward upgrading skills of students having previous automotive experience. Prerequisite: Employment in the field and consent of instructor.
- 9.111 Electrical Systems for Auto Mech. (1 Class, 2 Lab Hrs/Wk) 2 Credits**  
A course beginning with basic electrical theory and automotive electrical system fundamentals which are applied to starting, ignition, and generating systems. Lab experience is provided in repair, adjusting, and testing of the various units in the electrical system. Prerequisite: Employment in the field and consent of instructor.
- 9.112 Tune-up for Auto Mechanics (1 Class, 2 Lab Hrs/Wk) 2 Credits**  
An advanced course to provide students with knowledge of tune-up procedures and to develop diagnostic ability. Lab experience consists of demonstration and use of modern testing and analysis instruments. Recommended prerequisite: Employment in the field and consent of instructor.
- 9.116 Basic Industrial Hydraulics (3 Class Hrs/Wk) 3 Credits**  
The course consists of a study of the basic laws that govern hydraulic power; a study of a majority of industrial hydraulic components, their nomenclature, operation, and function; and the complete basic hydraulic circuitry necessary for primary linear and rotary actuation.
- 9.117 Hydraulics II (3 Class Hrs/Wk) 3 Credits**  
The course consists of the study of hydraulic circuitry commonly used in industry with particular emphasis on the use of A.S.A. graphic symbols and diagrams, to analyze hydraulic circuits and diagnose malfunction.

- 9.140 Instrumentation I (2 Class, 2 Lab Hrs/Wk) 3 Credits**  
This course consists of a study of the means and methods of sensing and control as currently used in practical heating and air-conditioning systems.
- 9.150 Welding I (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to welding and covering theory, practice safety and operation of oxyacetylene equipment on light gauge materials, history of welding and forming metals.
- 9.151 Welding II (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Continuation of oxyacetylene welding vertical and overhead. Introduction to oxyacetylene cutting.
- 9.152 Welding III (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to stainless, cast iron and steel brazing with oxyacetylene equipment.
- 9.153 Welding IV (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to oxyacetylene heavy plate and pipe welding using safe standard procedures.
- 9.161 Welding V (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to arc welding theories and practices using safe procedures. Testing weld and learning reasons for testing procedures.
- 9.162 Welding VI (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
To continue arc welding theories, practice safety and operation on arc welding equipment.
- 9.163 Welding VII (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to pipe arc welding using safe theories and practices.
- 9.164 Welding VIII (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
Introduction to TIG and MIG welding covering theories practices and safe operations of TIG and MIG welding machines.
- 9.166 Machine Tools Practices I (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
A course designed to provide basic machine tool knowledge and concepts in developing an understanding of chip removal common in local industry.
- 9.167 Machine Tools Practices II (1 Class, 3 Lab Hrs/Wk) 2 Credits**  
A continuation of first-term machine tools practices with more concentration on skill of machine operation.

## PHYSICS

- 4.300 Practical Physics (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
This is an introductory course in practical physics covering matter, measurements, mechanics, and machines. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class.
- 4.302 Practical Physics (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
This is an introductory course in practical physics covering heat, light, and sound. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class.
- 4.304 Practical Physics (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
This is an introductory course in practical physics covering magnetism and electricity. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class.
- Phy 201, 202, 203 General Physics 4 Credits**  
A first year college physics course intended both for nonscience majors and students majoring in the life sciences and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, and atomic and nuclear physics are developed from a fundamental approach. 4 lecture-discussion periods per week. Prerequisite: Mth 101, 102 or equivalent, or consent of the instructor. Corequisite: Enrollment in Phy 204, 205, 206.
- Phy 204, 205, 206 Physics Laboratory 1 Credit**  
Laboratory experiences in mechanics, heat, electricity and magnetism wave, wave motion, sound, light, and atomic physics. Intended primarily for students enrolled in General Physics or Engineering Physics but open to others with consent of the instructor. One 3 hour lab period per week.
- Phy 207, 208, 209 Engineering Physics 4 Credits**  
A first year college physics course for students majoring in engineering or the physical sciences such as physics, chemistry, etc. Mechanics, wave motion, sound, thermodynamics, electromagnetism, light, relativity, quantum physics, atomic and nuclear physics, and relativity are covered in depth. 4 lecture-discussion periods per week. Prerequisite: previous or concurrent enrollment in an introductory course in calculus or consent of the instructor. Corequisite: enrollment in Phy 204, 205, 206.

## MATHEMATICS

- 2.250, 2.252 Business Mathematics (3 Class Hrs/Wk) 3 Credits**  
 A two-term sequence. 2.250. A concentrated class of programmed learning. Rebuilding fundamentals including special uses of estimating for decision making. Uses of algebraic equations to solve business problems. 2.252. Interest, discount, negotiable instruments, payroll mathematics, cash and trade discount, computing commission and depreciation.
- 4.200 Basic Mathematics (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
 Basic arithmetic operations with whole numbers and fractions; measurements; elementary intuitive geometry.
- 4.202 Elements of Algebra and Trigonometry I (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
 Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers, rational numbers, etc. Their generalization and simple algebraic procedures. Includes applications in other fields such as metal, automotive mechanics, etc.
- 4.203 Elementary Algebra and Trigonometry II (3 Class, 2 Lab Hrs/Wk) 4 Credits**  
 A continuation or topics in Elementary Algebra and Trigonometry begun in Math 4.202. It is an optional course in the sequence 4.202, 4.203, 4.204. Math 100 and is recommended for students terminating their mathematics study with 4.203 or 4.204. Prerequisite: One year high school algebra or 4.202.
- 4.204/Math 100 Intermediate Algebra I and II (4 Class, 1 Lab Hrs/Wk) 4 Credits**  
 4 credits first term, 4 credits second term. Function and graphs, linear equations in one and two unknowns, quadratic equations, rational exponents, radicals, progressions, logarithmic computation. Prerequisite: One year of high school algebra or 4.202.
- 4.207 Slide Rule (2 Lab Hrs/Wk) 1 Credit**  
 A course designed to instruct and give students proficiency in the use of the slide rule. Prerequisite: None.
- 6.115 Electrical Mathematics (4 Class, 1 Lab Hrs/Wk) 4 Credits**  
 An applied course in mathematics for electronic engineering technicians. Includes an introduction to calculus, covers graphical methods, differentiation, and integration with direct application to electrical circuits. Prerequisites: Technical Mathematics 6.266 or equivalent.
- 6.261 Technical Mathematics (4 Class, 1 Lab Hrs/Wk) 4 Credits**  
 This is an applied course in mathematics on the technician level, covering the slide rule, tables and interpolation, additional applications in geometry, a review of fundamental algebraic operations, system of linear equations, functions and graphs, exponents, and quadratic equations in one unknown. Prerequisite: High school algebra or equivalent.
- 6.262 Technical Mathematics (4 Class, 1 Lab Hrs/Wk) 4 Credits**  
 This is an applied course in mathematics on the technician level, including logarithms, right and oblique triangle problem solving, trigonometric applications and review, vectors, trigonometric formulas, identities and equations and graphs of trigonometric functions. Prerequisite: Technical Mathematics 6.261 or equivalent.
- 6.266 Technical Mathematics (4 Class, 1 Lab Hrs/Wk) 4 Credits**  
 This is an applied course in mathematics on the technician level, covering simultaneous quadratic equations, ratio and proportion, binomial theorem, arithmetic and geometric progressions, mathematics of investment, exponential functions, complex notation and vector algebra. Prerequisite: Technical Mathematics 6.262 or equivalent.
- Mth 101, 102 College Algebra and Trigonometry 4 Credits**  
 A modern treatment of algebra and trigonometry exhibiting the logical structure of the disciplines and including topics essential for subsequent mathematical study; i.e., sets, functions, real number systems, equations and inequalities, binomial theorem, logarithmic functions, trigonometric functions, etc. Prerequisite: two years of high school algebra or Mth 100.
- Mth 104, 105, 106 Introductory College Mathematics 4 Credits**  
 This is a unified course in Algebra, Trigonometry, and the Fundamentals of Calculus, designed as a terminal course for students of the liberal arts, social and behavioral sciences, or as an introductory course for those students who decide to go on with the study of mathematics.
- Mth 191, 192, 193 Mathematics for Elementary Teacher 4 Credits**  
 191, 192: A development of arithmetic as a logical structure. 193: A careful survey of state-adopted texts grade-by-grade with careful attention given to the recognition of principles learned in the outline for Mth 191 and 192. Mathematics for Elementary Teachers is a requisite for majors in elementary education of Oregon State University.
- Mth 200, 201, 202, 203 Calculus with Analytic Geometry 4 Credits**  
 Mth 200: Differentiation and integration; applications to rates, area, volumes. Mth 201: Applications in mechanics; plane analytic geometry, elementary transcendental functions. Mth 202: Techniques of integration, vectors, solid analytic geometry. Mth 203: Partial differentiation, multiple integration, infinite series. Standard sequence for students in science and engineering.
- Mth 233 Introduction to Numerical Computation 4 Credits**  
 Basic principles of numerical computation, programming in a computer in subject oriented languages with major emphasis on programming in an algebraic language. Prerequisite: Mth 101, or equivalent.

**WOOD INDUSTRIES**

- 6.401 General Forestry (3 Class Hrs/Wk) 3 Credits**  
The development of forestry in the United States is reviewed with reference to its European heritage. The course will also look at the history of forest management as well as multiple use concepts.
- 6.404 Elementary Forest Surveying (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
An elementary course in the basic fundamentals of plane surveying, as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths is emphasized.
- 6.405 Advanced Forest Surveying (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
Designed to follow elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in road design and construction will be covered.
- 6.407, 6.408 Forest Mensuration I, II (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of laboratory will consist of application of classroom principles in the field to measure actual forest stands.
- 6.409 Forest Protection (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
The course will describe the destructive agents in the forest such as disease, insects, animals and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, suppression, and suppression. Laboratory periods will examine these agents and various control procedures.
- 6.410 Forest Operations I (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
The first part of a two part series which will deal with the history and development of forest harvesting operation in the United States. The laboratory will consist of visits to various lumber and plywood plants to make observations and comparisons.
- 6.411 Forest Operations II (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
The second part of a two part series. The course will study the basic logging methods, costs, and techniques. The laboratory portion will include various local wood operations and types of logging systems.
- 6.413 Forest Products (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
The course will cover the basic forms of products derived from timber resources and how they relate to the economy. Emphasis will be on the types of products obtained and their relative importance to our economic system.
- 6.414 Forest Contracts (Mapping) (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
The course deals with the basic forms of forest contracts and their functional administration. The course will also cover forest mapping as it relates to forest contracts.
- 6.415 Dendrology (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
A basic course in the identification of woody plants found in this local region as well as a study of the major forest species will be examined as well as the ecological features in their range.
- 6.416 Aerial Photogrammetry (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
An introductory study of the basic skill of interpretation of aerial photos. The practical use of aerial photos for forestry use covering such items as stereoscopic viewing, scale determination, acreage measurement, object heights and forest typing.
- 6.417 Silviculture (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
An introductory course to describe and observe the biological influences on a forest stand. The influence of forest practices and how they may change the composition, reproduction, growth rates, environment, nutrition, and stocking of a forest.
- 6.419 Forest Recreation (1 Class, 4 Lab Hrs/Wk) 3 Credits**  
An introductory course in outdoor recreation which will cover the needs and demands of the general public to use forest resources of recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed.

# 8

# DIVISION OF Social Sciences

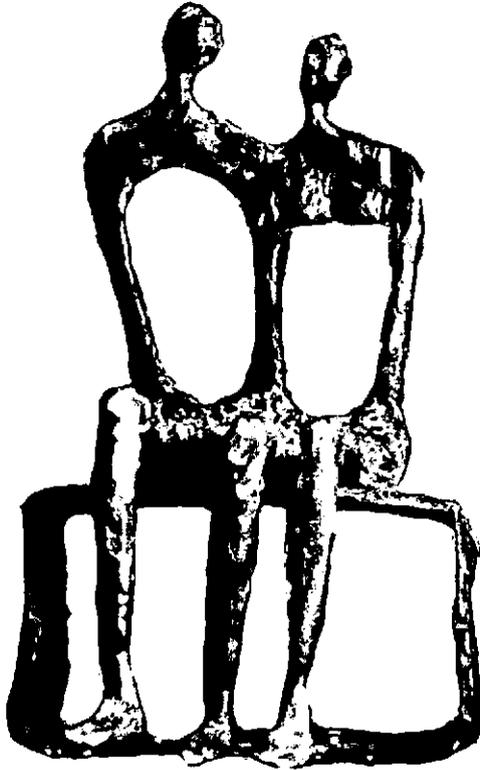
Hugh Hoyt, Chairman

## FULL-TIME FACULTY

Robert Croft  
Robert Dibble  
Nathan Douthit  
James Ferguson  
Robert Grismer  
Hugh Hoyt  
John Hunter  
Thomas Loeber  
Richard McConaughy  
William Sharp  
Ronald Stubbs

## PART-TIME FACULTY

Edward Bartholomew  
Don Carothers  
Frank Freeman  
Oscar Johnson  
Walter Lee  
Jerry Lesan  
James Minty  
Ronald Olsen  
Darrell Saxton  
Ron Smith  
Kenneth Steinfeldt  
Tony Zarbano



## COURSE OFFERINGS

Adult Education  
Anthropology  
Economics  
Fire Science  
Geography  
History  
Industrial Supervision  
Law Enforcement  
Political Science  
Psychology  
Social Science  
Sociology

## SOCIAL SCIENCES

The Division of Social Sciences at Southwestern Oregon Community College presents course offerings in Adult Education, Anthropology, Economics, Fire Training Science, Geography, History, Industrial Supervision and Management, Law Enforcement, Political Science, Psychology, Social Science and Sociology. Lower division transfer courses and other adult nontransfer courses are available to the student interested in seeking learning among the programs and courses offered in this division.



## INDUSTRIAL SUPERVISION

The Industrial Supervisory Training curriculum is designed for employed supervisors and others who wish to seek supervisory positions. Most of the courses are scheduled during nonworking hours. The courses required for completion of the program are equivalent to a full-time, two-year program but are extended over a period of years to meet the needs of fully employed persons.

Completion of the approved portions of the curriculum leads to a limited certificate of completion. By meeting additional requirements, one can earn a certificate; and by completion of all required work, an Associate in Science degree.

The program includes courses in human relations, organization and management, labor-management relations, and related electives.

Two evening courses are presently offered each term.

## LAW ENFORCEMENT

Law enforcement is a two-year program designed for men and women seeking careers in law enforcement occupations. The curriculum was developed in cooperation with the State Advisory Board on Police Standards and Training. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry positions in police departments, sheriffs' offices, and other law enforcement agencies. The program also provides opportunities for persons already employed in law enforcement to gain further training which will help them qualify for promotions.

Course work includes study of report writing, public speaking, psychology of human relations, criminal investigation, and defensive tactics.

First Year	F	W	S
5.212, 5.213, 5.214 First Aid	1	1	1
5.204, 5.206 Defensive Tactics	1	1	
1.111, 1.112 Communications	3	3	
2.501, 2.503 Typing <sup>1</sup>	2	2	
5.200 Introduction to Law Enforcement	3		
5.202 Administration of Justice	3		
5.208 Criminal Law		3	
1.605 Health Education		3	
5.210 Traffic Control			3
5.240 Report Writing			3
1.606 Introduction to Psychology			3
Electives	3	3	3
	16	16	13
Second Year	F	W	S
5.216, 5.217, 5.218 Criminal Investigation	3	3	3
5.240, 5.241, 5.242 Problems of Physical Evidence	1	1	1
5.226, 5.227, 5.228 Firearms	1	1	1
5.220 Patrol Procedures	3		
1.610 Public Speaking	2		
5.222 Criminal Evidence	3		
5.230, 5.231 Field Work			1
5.236 Juvenile Procedures		3	
1.600 American Institutions		3	
5.238 Criminal Law			3
5.232 Jail Procedures			1
1.608 Psychology of Human Relations			3
Electives	3	3	3
	16	15	16

TOTAL: 92 units

1 See Typing-Shorthand Placement page.

## ADULT EDUCATION

**0.100 Adult Driver Training (2 Class Hrs/Wk) 2 Credits**

This is a course offered to adults who wish to learn to drive. The course includes Oregon vehicle law, operating, principles of the car, preventive maintenance, as well as financial factors which include financial responsibility and insurance. Both classroom instruction on driving procedures and driving practice in a dual-controlled automobile will be included.

## ANTHROPOLOGY

**Anth 101, 102, 103 General Anthropology 3 Credits**

Fall: Man as a living organism; biological and human evolution and heredity. Winter: Human races and variation in man; prehistoric archaeology; spatial and temporal distribution of cultures. Spring: the development, structure and organization of culture; man as a participant and observer to culture.

**Anth 207, 208, 209 Introduction to Cultural Anthropology 3 Credits**

The meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of men; its processes of growth and expansion. No prerequisite.

## ECONOMICS

### Ec 201, 202, 203 Principles of Economics

3 Credits

Principles that underlie production, exchange, distribution, etc. Must be taken in sequence. Prerequisite: sophomore standing or consent of the instructor.

## FIRE SCIENCE

### 9.301 Fire Training - Basic "A" (30 hrs)

1 Credit

A beginning course to acquaint the student with fire behavior, the organization of his department and responding to alarms and training to develop skills in the use of small tools, ropes, knots, hose lines and ladders.

### 9.302 Fire Training - Basic "B" (30 hrs)

1 Credit

A continuation of Fire Training 9.301 designed to train the student in the use of portable fire extinguishers, in methods of overhaul and salvage, in the principles of fire control in natural cover crops, in forcible entry tactics and in ventilation and rescue procedures. Prerequisite: Fire Training 9.301.

### 9.303 Fire Training - Basic "C" (30 hrs)

1 Credit

A continuation of Fire Training 9.302, the study of fire streams, fire apparatus, pre-fire planning, flammable liquids and gasses, structure fire problems, and practice evolutions. Emphasis is placed on demonstration, practice and drill. Prerequisite: Fire Training 9.302.

### 9.304 Fire Training - Basic "D" (30 hrs)

1 Credit

A continuation of Fire Training 9.303 intended to review for the student fire control tactics, then apply these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories and large structure fires, and motor vehicle fires. Prerequisite: Fire Training 9.303.

## GEOGRAPHY

### Geog 105, 106, 107 Introductory Geography

3 Credits

A general introduction to the field of geography, in sequence as follows: Geog 105, physical geography; Geog 106, regional survey of the world; Geog 107, cultural geography.

## HISTORY

### Hst 101, 102, 103 History of Western Civilization

3 Credits

Origins and development of Western Civilization from ancient times to the present.

### Hst 201, 202, 203 History of the United States

3 Credits

From Colonial times to the present.



**INDUSTRIAL SUPERVISION**

- 1.221 Labor-Management Relations (3 Class Hrs/Wk) 3 Credits**  
 This course traces the development of unionism in the United States. Attention is given to the roles of labor and management in collective bargaining. A review of labor and management in collective bargaining. A review of labor and management legislation is correlated with the development of unionism. Labor organization disagreement, arbitration, conciliation and problems of labor are also studied.
- 9.500 Elements of Supervision (3 Class Hrs/Wk) 3 Credits**  
 A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.
- 9.501 Written Communications for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 Review of writing mechanics covering grammar, punctuation, sentence structure and paragraph structure. Business letter-writing involving the principles, planning, and dictating of letters. Memorandum and bulletin writing with emphasis on format, content, structure, tone, and style. Manual writing covering format, content, and structure.
- 9.502 Basic Psychology for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 A course to assist the supervisor in understanding the people with whom he works, with emphasis in such areas as psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.
- 9.503 Oral Communications for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 How we communicate. Effective speaking and listening. Kinds of supervisory communications. Saying what we mean, which covers oral versus written communications. Understanding what is communicated as related to intent and effect. Conference leading and practice for supervisors.
- 9.504 Developing the Employees Through Training (3 Class Hrs/Wk) 3 Credits**  
 The supervisor's responsibility for developing employees through training. Orientation and induction. Vestibule and on-the-job techniques. Job instruction principles. Apprenticeship training. Technical training. Supervisory training and management development. Use of outside agencies. Advisory committees.
- 9.505 Report Writing for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 Types of reports; statistical, financial, narrative, technical. Steps in preparing the report. Techniques of writing. Format, style and organization. Illustrating the report. Practice in writing and evaluating reports in the occupational field of the individual enrollees. Prerequisite: Written Communications for Supervisors 9.501 or equivalent.
- 9.506 Human Relations (3 Class Hrs/Wk) 3 Credits**  
 (Developing Supervisory Leadership)  
 The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques. Prerequisite: Basic Psychology for Supervisors 9.502.
- 9.507 Reading Improvement for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 General approach to better reading through the proper use of text material, reading films, tachistoscope, and practice. Benefits of better reading, primary considerations in reading, evaluating and analyzing what is read, vocabulary improvement, advanced reading tips.
- 9.508 Labor-Management Relations (3 Class Hrs/Wk) 3 Credits**  
 The history and development of the Labor Movement. Development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedures.
- 9.512 Methods Improvement for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 (Work Simplification)  
 The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.
- 9.514 Cost Control for Supervisors (3 Class Hrs/Wk) 3 Credits**  
 How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control; costs, materials, waste, salvage, quality control, quantity control, control of time.
- 9.516 Supervisor's Responsibility for Management of Personnel (3 Class Hrs/Wk) 3 Credits**  
 Personnel techniques for which the supervisor is partially responsible and for which he should have some training in carrying out his responsibility. Selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.
- 9.518 Organization and Management (3 Class Hrs/Wk) 3 Credits**  
 The supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints the supervisor with the basic functions of an organization and his responsibility in carrying them out in accordance with the organization's plan. Establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations.

**9.520 Job Analysis for Wage Administration (3 Class Hrs/Wk) 3 Credits**

The history of wages. Inequalities in rates of pay. Management and union movement toward a "fair wage" plan. The supervisor and job descriptions, job specifications, job evaluation, and job classifications. The wage plan laid down by the Department of Labor. The Federal Employment Service. Wage administration and the line organization.

**9.522 Safety Training and Fire Prevention (3 Class Hrs/Wk) 3 Credits**

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Accident reports and the supervisor. Good housekeeping and fire prevention. Machine guarding and personnel protective equipment. State Industrial Accident Code and the fire regulations. The First Aid Department and the line supervisor's responsibility. Job instruction and safety insurance carrier and the Insurance Rating Bureau. Advertising and promoting a good safety and fire prevention program.

**9.524 Management Controls and the Supervisor (3 Class Hrs/Wk) 3 Credits**

Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over personnel and organization.

**9.526 Public Relations for Supervisors (3 Class Hrs/Wk) 3 Credits**

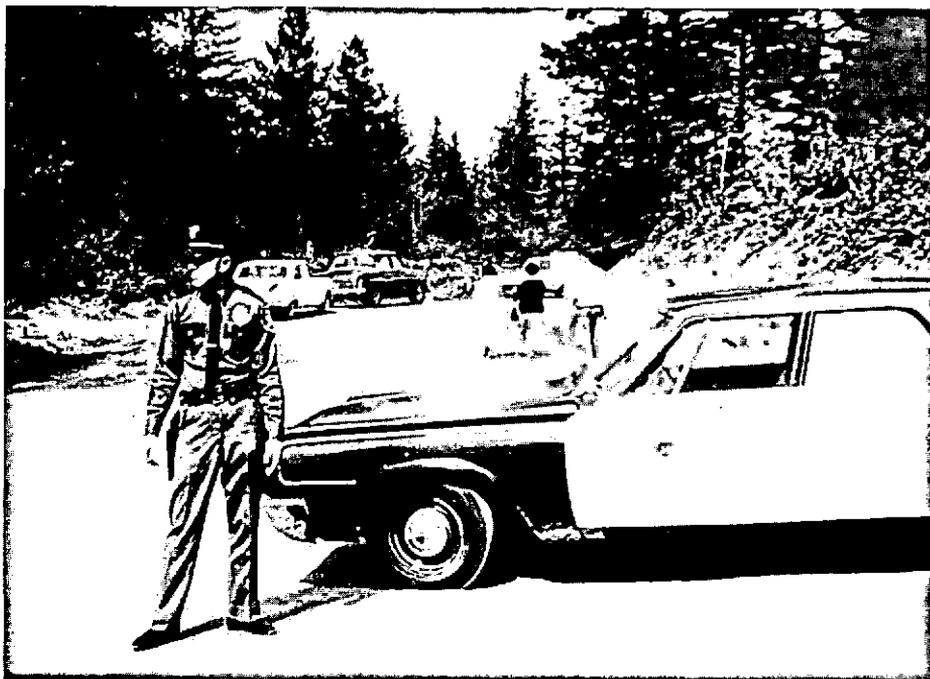
An introduction to the practice of Public Relations as it relates to the profession of management. Prerequisite: Approval of instructor.



**LAW ENFORCEMENT**

- 5.190 Basic Law Enforcement I (3 Class Hrs/Wk) 3 Credits**  
A basic training program of 120 hours divided into 4 terms of 30 hours each. The course work parallels the recommended curriculum of the State of Oregon Police Academy by the Board of Police Standards and Training. This course requires a prerequisite of reserve law enforcement status.
- 5.191 Basic Law Enforcement II (3 Class Hrs/Wk) 3 Credits**  
Interrogations, confessions, statements, interviews, notebooks, report writing, officer-violator contact, case preparation, officer in court, criminal laws, homicide investigations, crime scene investigation, preservation of evidence.
- 5.192 Basic Law Enforcement III (3 Class Hrs/Wk) 3 Credits**  
Auto theft, jail procedures, basic crowd control techniques, patrol techniques, offensive and defensive tactics.
- 5.193 Basic Law Enforcement IV (3 Class Hrs/Wk) 3 Credits**  
Firearms training, Oregon Motor Vehicle laws, accident investigation and reports, Oregon Liquor Control Commission, crime laboratory and identification bureaus, supervisor-patrolman relations, human relations, dangerous drugs and narcotics, review.
- 5.200 Introduction to Law Enforcement (3 Class Hrs/Wk) 3 Credits**  
The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities, qualifications required, and police ethics.
- 5.202 Administration of Justice (3 Class Hrs/Wk) 3 Credits**  
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.
- 5.204 Defensive Tactics (2 Lab Hrs/Wk) 1 Credit**  
A course designed to teach the rudiments of self-defense and attack. Boxing, wrestling, and hand-to-hand combat will be offered.
- 5.206 Defensive Tactics (2 Lab Hrs/Wk) 1 Credit**  
A continuation of Defensive Tactics 5.204.
- 5.208 Criminal Law (3 Class Hrs/Wk) 3 Credits**  
The structural definitions and the most frequently used section of the Penal Code and other criminal statutes.
- 5.210 Traffic Control (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Traffic law enforcement, regulation and control, fundamentals of traffic accident investigation; Oregon Motor Vehicle Code.
- 5.212 First Aid (2 Lab Hrs/Wk) 1 Credit**  
A class in standard First Aid procedures and techniques designed to meet graduation requirements of all students as well as adults who wish to secure first aid training. Upon a successful completion of course, a standard First Aid card may be secured.
- 5.213 First Aid (2 Lab Hrs/Wk) 1 Credit**  
A continuation of First Aid 5.212.
- 5.214 First Aid (2 Lab Hrs/Wk) 1 Credit**  
A continuation of First Aid 5.213.
- 5.216 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**  
Fundamentals of investigation; crime scene search; sketching and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation, follow-up and case preparation.
- 5.217 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**  
Continuation of 5.216 including collection and preservation of physical evidence; scientific aids; modus operandi; sources of information interviews and interrogation; follow-up and case preparation.
- 5.218 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**  
A continuation of Criminal Investigation 5.217.
- 5.220 Patrol Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Purpose of patrols, perception and observation, protection, prevention, suppression, identification and apprehension, types of patrols, purpose, hazards, assignments, response to emergencies, action to be taken, officers approach on foot, in an auto, home, building or room, operation of motor vehicle.
- 5.222 Criminal Evidence (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

- 5.226 Firearms (2 Lab Hrs/Wk) 1 Credit**  
The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the side-arm, riot shotgun, and other weapons. Combined lecture and laboratory (range).
- 5.227 Firearms (2 Lab Hrs/Wk) 1 Credit**  
A continuation of Firearms 5.226.
- 5.228 Firearms (2 Lab Hrs/Wk) 1 Credit**  
A continuation of Firearms 5.227.
- 5.230 Field Work (2 Lab Hrs/Wk) 1 Credit**  
Actual field practice (as a member of the Campus Police) in traffic control, buildings and grounds security, crowd control at campus functions; further practice in police report writing, communications, and maintenance of records; civil service procedures.
- 5.231 Field Work (2 Lab Hrs/Wk) 1 Credit**  
A continuation of Field Work 5.230.
- 5.232 Jail Procedures (2 Lab Hrs/Wk) 1 Credit**  
Basic instruction covering the receiving, booking, and searching of prisoners and their care and custody; the laws relative to commitments, holding orders, and warrants; duties and responsibilities of the officer as outlined in the law regarding property and belongings of prisoners. Detention of prisoners for outside agencies.
- 5.234 Problems of Physical Evidence (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
Techniques of locating, collecting, and identifying physical evidence. Use of fingerprinting, casts and molds, photography and sketching. Basic laboratory aids and the use of scientific equipment in the evidence process.
- 5.236 Juvenile Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**  
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.
- 5.238 Criminal Law (3 Class Hrs/Wk) 3 Credits**  
A continuation of Criminal Law 5.208.
- 5.240 Report Writing (3 Class Hrs/Wk) 3 Credits**  
This is a course which supplies knowledge of the principles of composition and basic forms of writing reports. The subjects covered are: why reports are written, types of reports, makeup of reports, effectiveness of writing styles, gathering of facts for a report, planning a report, method of writing a report, layout and typing of a report, and visual aids in a report.



**POLITICAL SCIENCE****PS 201, 202, 203 American Government****3 Credits**

201: principles of American constitutional system, political process, and organization of national government; 202: powers and functions of national government; 203: practical operation and contemporary reforms in government at state and local level.

**PS 205 International Relations****3 Credits**

An analysis of the dynamics of political, social and cultural interaction between nations, with an emphasis on contemporary international problems.

**PSYCHOLOGY****1.404 Career Development and College Success****3 Credits**

This course provides an opportunity to explore ability, interest, aptitude, and personality factors involved in setting personal life goals and making educational and career decisions.

**Psy 111 Personality and Development****3 Credits**

Self-understanding and development; emphasis upon habits, attitudes, emotional problems and efficient learning techniques.

**Psy 201, 202, 203 General Psychology****3 Credits**

Introductory study of behavior and conscious processes. Survey of experimental studies of motivation, learning, thinking, perceiving and individual difference.

**SOCIAL SCIENCE****1.120, 1.121, 1.122 Man and Society (3 Class Hrs/Wk)****3 Credits**

This course involves the relationship of the seven social science disciplines on the personality of the individual and, in turn, the impact of developing personalities individually and collectively on contemporary culture and society. The first term, 1.120 pays particular attention to the role of the individual and his personality; the second term, 1.121, is devoted to an understanding of society and the inherent value system involved in the understanding of society. The third term, 1.122, relates the individual to his work and the effect of this combination on society.

**SOCIOLOGY****Soc 204, 205, 206 General Sociology****3 Credits**

The basic findings of sociology concerning the individual, culture, group life, social institutions, and factors of social change. Prerequisite: sophomore standing or consent of instructor.





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## FULL-TIME FACULTY

- JOHN C. ANDERSON**, *Assistant Professor of Technical-Vocational Education*  
 B.S.E.E. in Engineering, 1960, Oregon State University  
 Registered Electrical Engineer - Approved Vocational Instructor
- PHILLIP M. ANDERSON**, *Assistant Professor of English*  
 A.A. 1962, Monterey Peninsula College  
 B.A. in English Literature, 1964, San Francisco State College  
 M.A. in English Literature, 1966, San Francisco State College
- WAYNE ANDREWS**, *Associate Professor of Industrial Mechanics*  
 Approved Vocational Instructor
- CARROLL AUVIL**, *Instructor of Electronics Technology*  
 B.S.E.E. in Engineering, 1948, Purdue University  
 Approved Vocational and Adult Instructor
- ELLEN L. BACHELDER**, *Librarian*  
 A.A., 1967, Everett Community College  
 B.A. in History, 1969, University of Washington  
 M.L. in Librarianship, 1970, University of Washington
- RODGER BARBER**, *Instructor of Industrial Mechanics*  
 Approved Vocational Instructor
- DALE J. BATES**, *Assistant Professor of Health and Physical Education; Director of Athletics*  
 B.S. in Education, 1953, Southern Oregon College  
 M.S. in Health, Physical Education and Recreation, 1965, University of Oregon
- BRYCE BAXTER**, *Assistant Professor of Mathematics*  
 B.S. in Science and Mathematics, 1956, Eastern Oregon College  
 M.S. in Mathematics and Science, 1962, Oregon State University
- JACK E. BROOKINS**, *Professor and President of the College*  
 B.Ed. in Trade and Industrial Education, 1950, Colorado State University  
 M.Ed. in Vocational Education, 1954, Colorado State University
- HAROLD R. BUCKNER**, *Assistant Professor of Fine Arts*  
 B.A. in Education, Art and Philosophy, 1964, Seattle University  
 B.F.A. in Art, 1966, University of Washington  
 M.F.A. in Sculpture, 1968, University of Washington
- DONALD E. BURDG**, *Associate Professor of Mathematics*  
 B.S. in Mathematics, 1951, Colorado State University  
 M.A. in Education, 1952, Northern Colorado University  
 M.S. in Mathematics, 1966, Oregon State University
- EDWARD M. CHILLA**, *Instructor of Speech and Drama*  
 B.A. in Drama, 1962, San Jose State College  
 M.F.A. in Speech, 1969, University of Oregon
- ROBERT CROFT**, *Associate Professor of History*  
 B.S. in Journalism, 1950, University of Oregon  
 M.S. in History, 1951, University of Oregon
- SAM E. CUMPSTON**, *Associate Professor of Mathematics and Physics*  
 B.S., 1942, U.S. Military Academy, West Point  
 M.S. in Physical Sciences, 1948, University of Chicago
- ROBERT J. DIBBLE**, *Assistant Professor of Psychology and Counselor*  
 A.B. in Philosophy and Religion, 1949, Colorado College  
 Th.M. in Theology and Philosophy, 1952, Iliff School of Theology  
 M.A. in Counseling, 1965, Whitworth College  
 M.S. in Clinical Psychology, 1966, Eastern Washington State
- NATHAN DOUTHIT**, *Instructor of History*  
 A.B. in History, 1960, Harvard University  
 M.A. in History, 1965, University of California at Berkeley
- STANLEY D. ELBERSON**, *Professor of Speech and Drama*  
 B.A. in Mathematics, 1951, Pacific Lutheran University  
 B.E. in Education, 1953, Pacific Lutheran University  
 M.S. in Theatre, 1962, University of Utah  
 Ph.D. in Theatre, 1968, University of Oregon
- BEN J. FAWVER**, *Professor of Biological Science*  
 B.Ed. in Biology, 1941, Illinois State Normal University  
 M.S. in Zoology, 1947, University of Illinois  
 Ph.D. in Zoology, 1950, University of Illinois
- HELEN W. FERGUSON**, *Assistant Professor of Business*  
 Approved Vocational Instructor

- JAMES E. FERGUSON**, *Assistant Professor of Geography*  
B.A. in Social Science and Education, 1964, Oregon College of Education  
M.A. in Geography, 1965, Oregon College of Education
- PHILLIP GOETSCHALCKX**, *Assistant Professor of Industrial Mechanics*  
Approved Vocational Instructor
- SHIRLEY E. GOLDBERG**, *Assistant Professor of English*  
B.A. in English Literature and Language, 1945, Reed College  
M.A. in English, 1951, University of California
- ROBERT T. GRISMER**, *Instructor of Psychology; Coordinator of Student Activities*  
A.B. in Philosophy and Theology, 1951, Immaculate Conception College  
M.A. in Counseling Psychology, 1969, University of Notre Dame  
Ph.D. in Counseling Psychology, 1971, University of Notre Dame
- RICHARD GROSSMAN**, *Instructor of Business*  
A.A. in Hotel Management, 1963, San Francisco City College  
B.S.B.A. in Hotel and Restaurant Management, 1965, Denver University  
M.A. in Business Education, 1969, San Jose State College
- HOWARD A. HALL**, *Associate Professor of Fine Arts*  
B.S. in Painting and Drawing, 1949, University of Oregon  
M.F.A. in Painting and Lithography, 1951, University of Oregon
- GRETТА HAUG**, *Assistant Professor of Communications*  
B.A. in Journalism, 1956, Pacific University  
M.S.Ed. in Secondary Education, 1963, University of Oregon
- JUDITH L. HAYNES**, *Instructor of Communications*  
B.S. in Elementary Education, 1964, Oregon College of Education  
M.S.Ed. in Extreme Learning Problems, 1970, Oregon College of Education
- WILLIAM HORNING**, *Assistant Professor of Health and Physical Education;*  
*Cross Country, Wrestling and Baseball Coach*  
B.S. in Physical Education, 1956, University of Minnesota  
M.S. in Physical Education, 1964, St. Cloud State
- HUGH M. HOYT**, *Professor of History*  
A.B. in Social Science, 1951, Sacramento State College  
M.A. in History, 1953, Sacramento State College  
Ph.D. in History, 1966, University of Oregon
- THOMAS HUMPHREY**, *Associate Professor of English and Literature*  
B.S. in English, 1959, University of Oregon  
M.S. in Interdisciplinary Studies, 1961, University of Oregon  
M.A. in English, 1970, University of Oregon
- JOHN G. HUNTER**, *Asst. Professor of Psychology and Counselor; Coordinator of Admissions*  
B.S. in General Science and Social Science, 1964, Oregon State University  
M.Ed. in Education and Counseling Psychology, 1967, University of Oregon
- KIRK D. JONES**, *Librarian*  
A.A., 1967, Broome Technical Community College  
B.A. in History, 1969, University of Washington  
M.L. in Librarianship, 1970, University of Washington
- RAYMOND KELLEY**, *Associate Professor of Physics and Mathematics*  
B.S. in Physics and Mathematics, 1950, Montana State University  
M.S. in Physics and Mathematics, 1955, Ohio State University  
Ph.D. in Physics and Mathematics, 1962, Ohio State University
- BEVERLY L. KEMPER**, *Assistant Professor of Health and Physical Education*  
B.S. in Physical Education, 1958, Oregon State University  
M.Ed. in Health Education, 1965, Oregon State University
- ISABELLE LAFOND, R.N.**, *Associate Professor of Practical Nurse Training*  
R.N., 1931, St. Barnabas Hospital School of Nursing  
B.S. in Nursing Education, 1962, University of Oregon School of Nursing
- NORMAN W. LEMOINE**, *Assistant Professor of Wood Industries Technology*  
B.S. in Forest Management, 1961, University of Massachusetts  
M.S. in Forest Management, 1967, University of Minnesota
- LANNY R. LESLIE**, *Instructor of Wood Industries Technology*  
B.S. in Forest Management, 1967, Utah State University  
Approved Vocational Instructor
- FRANK LEUCK**, *Assistant Professor of Music*  
B.S. in Music and Music Education, 1951, Lewis & Clark College  
M.M. in Music and Music Education, 1961, Eastman School of Music
- RONALD R. LILIENTHAL**, *Associate Professor of Science*  
B.S. in General Science, 1958, University of Oregon  
M.S. in Organic Chemistry, 1961, Oregon State University

- THOMAS S. LOEBER**, *Assistant Professor of Political Science*  
 B.A. in Zoology and History, 1948, Pomona College  
 M.S. in Biology, 1950, University of Massachusetts  
 M.S. in Political Science, 1963, University of California
- JAMES O. LOVE**, *Assistant Professor of Business*  
 A.A., 1957, East Los Angeles Junior College  
 B.A. in Business, 1961, San Francisco State College  
 M.S. in Business, 1967, San Francisco State College
- RICHARD McCONAUGHY**, *Instructor of Psychology and Counselor*  
 B.A. in English and Social Studies, 1962, University of Nevada  
 M.A. in Counseling Psychology, 1969, University of Oregon
- BERNELL MEACHAM**, *Assistant Professor of English and Journalism*  
 B.S. in Journalism, 1941, Utah State University  
 M.S. in Journalism, 1943, Northwestern University
- DONALD R. MOFFITT**, *Associate Professor of Business*  
 B.S. in Commerce, 1960, Ferris State College  
 M.Ed. in Business Education, 1964, Oregon State University  
 Approved Vocational Instructor
- ERIK MULLER**, *Assistant Professor of English*  
 B.A. in English, 1962, Williams College  
 M.A. in English, 1965, University of Oregon
- JAMES R. PIERCEY**, *Associate Professor; Assistant Dean of Instruction*  
 A.A. in Business Administration, 1952, Everett Junior College  
 B.S. in Business Education, 1959, Western Washington College  
 M.Ed. in Vocational Administration, 1967, University of Washington
- VANDA R. PUBLICOVER**, *Assistant Professor of English*  
 B.A. in English and Spanish, 1954, University of Oregon  
 M.S. in General Studies: English and Spanish, 1955, University of Oregon
- JOHN R. RULIFSON**, *Professor of History; Dean of Instruction*  
 B.A. in History, 1953, University of Portland  
 M.A. in History, 1957, University of Washington  
 Ph.D. in Higher Education, 1967, University of Washington
- PHILIP RYAN**, *Associate Professor; Coordinator of Data Processing Center*  
 B.S. in Electrical Engineering, 1944, University of Missouri  
 B.A. in Social Science, 1950, University of Denver  
 M.A. in Education, 1953, University of Denver
- WILLIAM W. SHARP**, *Assistant Professor of Business*  
 B.A. in General Studies, 1959, University of Maryland  
 M.B.A. in Business Administration, 1962, University of Oregon  
 Approved Vocational Instructor
- JAMES M. SHUMAKE**, *Assistant Professor of Biological Science*  
 A.A.S. in Biology, 1962, Orange County Community College  
 B.S. in Biology and Chemistry, 1964, Florida State University  
 M.S. in Zoology, 1966, Oregon State University
- DAVID E. SMITH**, *Assistant Professor of Music and French*  
 B.A. in Music and French, 1950, Middlebury College  
 M.A. in Education, 1965, University of San Francisco
- VERNON C. SORENSON**, *Associate Professor of Languages*  
 B.A. in German and French, 1947, University of Utah  
 M.A. in German and French, 1965, University of Oregon
- VENEITA STENDER**, *Assistant Professor of Home Economics*  
 B.S. in Home Economics, 1955, University of Idaho  
 M.S. in Home Economics, 1969, Oregon State University
- RONALD D. STUBBS**, *Assistant Professor of Anthropology and Sociology*  
 B.A. in Anthropology, 1965, University of Montana  
 M.A. in Anthropology, 1966, University of Montana
- J. H. SWEARINGEN**, *Professor of English*  
 B.A. in Economics, 1947, The University of Texas  
 M.A. in English, 1954, The University of Texas  
 Ph.D. in English 1968, The University of Texas
- ANDRES P. TORIBIO**, *Assistant Professor of Mathematics*  
 B.S. in Mathematics, 1959, University of Oregon  
 M.S. in Mathematics, 1966, Oregon State University
- DORTHA A. WILLIAMS**, *Assistant Professor of Librarianship;*  
*Coordinator of the Learning Resource Center*  
 B.A. in English and Secondary Education, 1956, West Texas State University  
 M.L. in Librarianship, 1967, University of Washington

## PART-TIME FACULTY

- VICTOR ALTO**, *Instructor, Carpenter Apprentice*  
Approved Vocational and Adult Instructor
- CHARLES ANDERSON**, *Instructor of Music*  
Approved Vocational and Adult Instructor
- ANTHONY ARRAMBIDE**, *Instructor of Foreign Languages*  
B.A. in Education, 1951, College of Idaho  
Approved Vocational and Adult Instructor
- DAVID BAIRD**, *Instructor of Business*  
B.S. in Business, 1968, Portland State University  
Approved Vocational and Adult Instructor
- MARY JO BARNES**, *Instructor of Home Economics*  
B.S. in Education, 1947, Framingham State College  
Approved Vocational and Adult Instructor
- EDWARD BARTHOLOMEW**, *Instructor of Supervision*  
B.S. in Political Science, 1961, University of Oregon  
Approved Vocational and Adult Instructor
- JAMES BAUMGARTNER**, *Instructor of Business*  
B.S. in Business, 1950, University of Oregon  
Approved Vocational and Adult Instructor
- JEAN BOYNTON**, *Instructor of Home Economics*  
B.A. in Home Economics, 1957, Oregon State University  
Approved Vocational and Adult Instructor
- GARY BROWN**, *Instructor of Business*  
B.S. in Business Administration, 1967, Linfield College  
Approved Adult and Vocational Instructor
- CAROL BRUCE**, *Instructor of Home Economics*  
B.S. in Home Economics, 1959, Kansas State Teachers College  
Approved Vocational and Adult Instructor
- ROSE MARY BUNNELL**, *Instructor of Business*  
Approved Vocational and Adult Instructor
- DON CAROTHERS**, *Instructor of Fire Science*  
Approved Vocational and Adult Instructor
- RICHARD CHIESA**, *Instructor of Business*  
B.A. in Business Education, 1967, Michigan State University  
Approved Vocational and Adult Instructor
- MICHAEL COEN**, *Instructor of Business*  
Approved Adult and Vocational Instructor
- JOAN DeMUTH**, *Instructor of Art*  
B. S. in Art, 1969, University of Oregon  
M.S. in Art, 1970 University of Oregon  
Approved Adult and Vocational Instructor
- JUDY DIXON**, *Instructor of Agriculture*  
B.S. in Landscape Architecture, 1958, Oregon State University  
Approved Vocational and Adult Instructor
- IRWIN DOTY**, *Instructor of Business*  
A.A. in Electronics, 1962, Southwestern Oregon Community College  
Approved Vocational and Adult Instructor
- EVA DOUTHIT**, *Instructor of Foreign Languages*  
M.L.S. in Library Science, 1966, University of California  
Approved Vocational and Adult Instructor
- MARIE ELROY**, *Instructor of Business*  
Approved Adult and Vocational Instructor
- DONALD FARR**, *Instructor of Business*  
M.B.A. in Marketing, 1938, Northwestern University  
Approved Vocational and Adult Instructor

- FREDERICK FOSTER**, *Instructor of Music*  
B.A. in Music Education, 1955, College of Idaho  
Approved Adult and Vocational Instructor
- FRANK FREEMAN**, *Instructor of Supervision*  
B.S. in Math and Civil Engineering, 1958, University of California  
Approved Vocational and Adult Instructor
- WAYLAND FREEMAN**, *Instructor, Plumbing Apprentice*  
Approved Vocational and Adult Instructor
- VIRGINIA GANT**, *Instructor of Physical Education*  
B.S. in Elementary Education, 1953, Oregon State University and Oregon College of Education  
Approved Vocational and Adult Instructor
- WILLIAM GLEAVES**, *Instructor of Business*  
M.F. in Forestry, 1957, Duke University  
Approved Vocational and Adult Instructor
- WARREN GOOD**, *Instructor of Music*  
B.M. in Music Education, 1963, Montana State University  
Approved Vocational and Adult Instructor
- MARY ANNE GREENLUND**, *Instructor of Home Economics*  
B.S. in Home Economics, 1955, Oregon State University  
Approved Vocational and Adult Instructor
- GAIL GROSNESS**, *Instructor of Data Processing*  
B.S. in Computer Science, 1970, Oregon State University  
Approved Vocational and Adult Instructor
- JOHN GROSNESS**, *Instructor of Business*  
B.S. in Accounting, 1970, Oregon State University  
Approved Vocational and Adult Instructor
- JANIS HANSEN**, *Instructor of English*  
B.A. in English, 1964, University of Southwestern Louisiana  
M.A. in English, 1966, University of Southwestern Louisiana  
Approved Vocational and Adult Instructor
- ORESTES PAT HASTINGS, JR.**, *Instructor of Mathematics*  
B.A. in History and Mathematics, 1947, University of Texas  
Approved Vocational and Adult Instructor
- ALAN HENRICKSON**, *Instructor of Mathematics*  
M.S. in Mathematics, 1967, University of Oregon  
Approved Vocational and Adult Instructor
- JAMES HIGGS**, *Instructor of Aviation Ground School*  
Approved Vocational and Adult Instructor
- DARRAGH HILDRETH**, *Instructor of Music*  
A.B. in German and Music, 1958, Whitman College  
Approved Vocational and Adult Instructor
- JOLENE HILL**, *Instructor of Business*  
B.S. in Business Education, 1967, University of Oregon  
M.A. in Business Education, 1970, University of Oregon
- JOHN HOLMES**, *Instructor of Art*  
B.F.A. in Art, 1970, University of Kansas  
Approved Adult and Vocational Instructor
- ROBERT HUTCHINSON**, *Instructor, Sheetmetal Apprentice*  
Approved Vocational and Adult Instructor
- OSCAR JOHNSON**, *Instructor of Supervision*  
B.S. in Electronics, 1960, Pacific States University  
Approved Vocational and Adult Instructor
- DUNCAN JONES**, *Instructor, Power Lineman Apprentice*  
Approved Vocational and Adult Instructor
- MARGARET KARL**, *Instructor of Art*  
B.S. in Art, 1943, Kansas State University  
Approved Vocational and Adult Instructor
- JOHN KENDALL**, *Instructor of Music*  
Approved Adult and Vocational Instructor

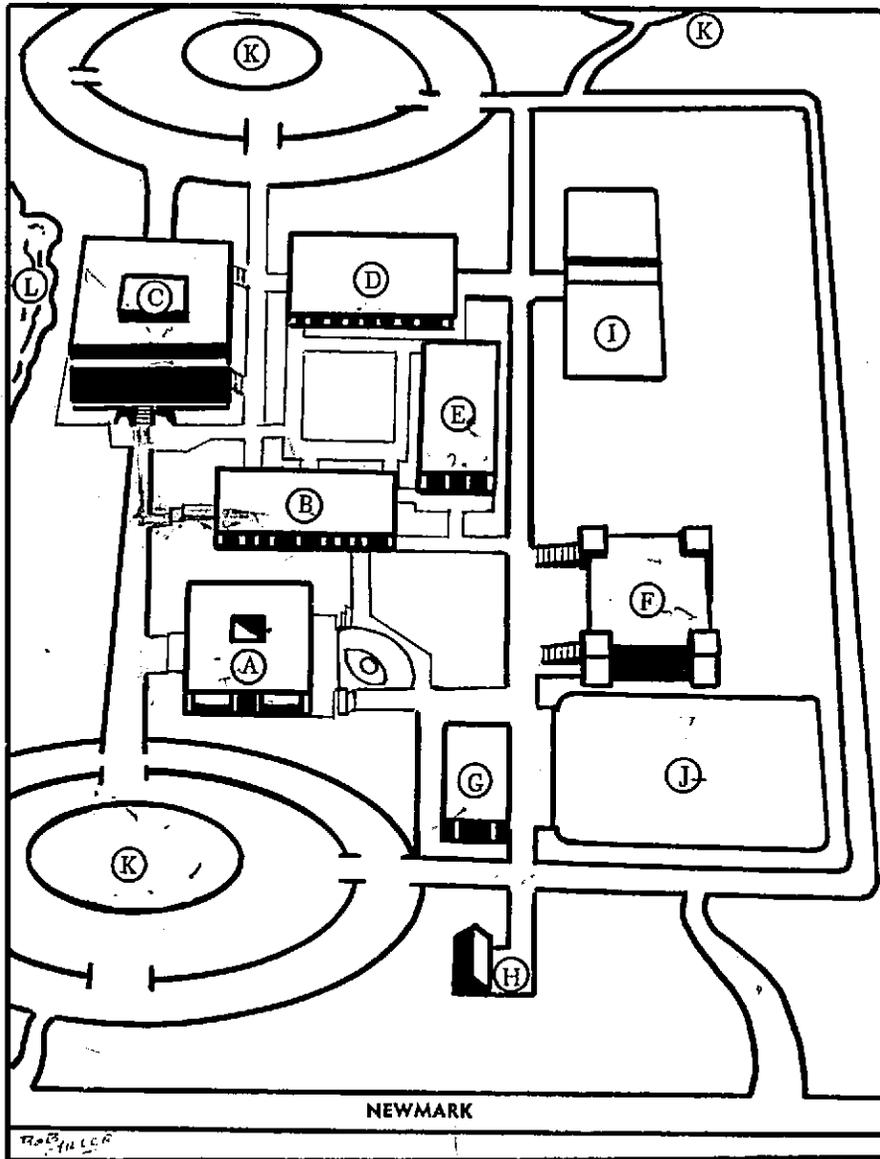
- DOLORES KIANDER**, *Instructor of Physical Education*  
Approved Vocational and Adult Instructor
- WALLACE KNIGHT**, *Instructor of Aviation*  
Approved Adult and Vocational Instructor
- WILLIAM LANSING**, *Instructor of Wood Industries Technology*  
M.F. in Forestry, 1970, Yale University  
Approved Vocational and Adult Instructor
- JAMES LAVAN**, *Instructor of Foreign Languages*  
B.S. in Forest Management, 1950, University of Minnesota  
Approved Vocational and Adult Instructor
- WALTER LEE**, *Instructor of Law Enforcement*  
A.A. in Law Enforcement, 1970, Southwestern Oregon Community College  
Approved Vocational and Adult Instructor
- ELLSWORTH LEEGARD**, *Instructor of Welding*  
Approved Vocational and Adult Instructor
- JERRY LESAN**, *Instructor of Law Enforcement*  
Dr. Jurisprudence, 1967, University of Oregon  
Approved Vocational and Adult Instructor
- KAY LORENCE**, *Instructor of Adult Basic Education*  
Approved Vocational and Adult Instructor
- VALYN LOVE**, *Instructor of Business*  
Approved Adult and Vocational Instructor
- STANLEY LUDLOW**, *Instructor of Physical Education*  
M.Ed. in Physical Education, 1949, Lewis and Clark College  
Approved Vocational and Adult Instructor
- GERALDINE MAURER**, *Instructor of Physical Education*  
Approved Vocational and Adult Instructor
- CHARLES McKAY**, *Instructor of Refrigeration*  
Approved Vocational and Adult Instructor
- ROSE MARIE McGUIRE**, *Instructor of Reading*  
M.Ed. in Elementary Education, 1968, University of Oregon  
Approved Vocational and Adult Instructor
- DIANE McKNIGHT**, *Instructor of Home Economics*  
B.S. in Home Economics, 1958 Oregon State University  
Approved Vocational and Adult Instructor
- JAMES MINTY**, *Instructor of Law Enforcement*  
Approved Vocational and Adult Instructor
- MARTHA MOEHL**, *Instructor of Biology, Laboratory Assistant*  
B.S. in Zoology and Entomology, 1944, Iowa State University  
Approved Vocational and Adult Instructor
- JACQUELINE MORTON**, *Coordinator, Coquille*  
Approved Vocational and Adult Instructor
- ANDREW MUIR**, *Instructor, Electrical Apprentice*  
Approved Vocational and Adult Instructor
- ROBERT NEWTON**, *Instructor of English*  
M.A. in English and American Literature, 1969, Ohio University  
Approved Vocational and Adult Instructor
- RONALD OLSEN**, *Instructor of Supervision*  
Ph.D. in Business Administration, 1970, University of Idaho  
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- ORRIN ORMSBEE**, *Instructor of Business*  
Dr. Jurisprudence, 1963, Willamette University  
Approved Vocational and Adult Instructor
- LA ROSE PHILLIPS**, *Instructor of Home Economics*  
B.S. in Home Economics, 1951, Oregon State University  
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- PAUL RENNER**, *Instructor of Art*  
M.F.A. in Ceramics, 1968, University of Oregon  
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- ROBERTA ROTH**, *Instructor of Home Economics, Sociology*  
M.S.W. in Social Work, 1968, Portland State University  
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- WILLIAM ROYER**, *Instructor of Supervision*  
Approved Vocational and Adult Instructor
- DARRELL SAXTON**, *Instructor of Fire Science*  
Approved Vocational and Adult Instructor
- ED SCHWARTZ**, *Instructor of Wood Industries Technology*  
B.S. in Wildlife Management, 1959, Oregon State University  
Approved Vocational and Adult Instructor
- AUDREY SHAW**, *Instructor of Business*  
B.A. in Commercial Art, 1957, University of Idaho  
Approved Vocational and Adult Instructor
- LLOYD D. SMITH**, *Instructor of Music*  
Approved Vocational and Adult Instructor
- RON SMITH**, *Instructor of Adult Driver Education*  
Approved Vocational and Adult Instructor
- JOYCE SPANDE**, *Instructor of Music*  
Approved Vocational and Adult Instructor
- SARA SPAUGH**, *Instructor of Art*  
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- KENNETH STEINFELDT**, *Instructor of Law Enforcement*  
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- THERESA THOMAS**, *Instructor of Home Economics*  
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Approved Vocational and Adult Instructor
- KEITH TOPPING**, *Instructor of Photography*  
Approved Vocational and Adult Instructor
- GEORGE VANDERHOOF**, *Instructor of Welding*  
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- DOROTHY VAUGHAN**, *Instructor of Home Economics*  
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- CLARE WEHRLE**, *Instructor of Art*  
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- LEWIS WEST**, *Instructor of Aviation*  
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- CLOTIS WILSON**, *Instructor of Progressive Helper*  
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- ERNEST WIRTH**, *Instructor of Art*  
M.Ed. in Counseling, 1958, University of Oregon  
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B.A. in Education, 1958, University of Oregon  
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- HAROLD WORNATH**, *Instructor of Business*  
B.S. in Business Administration, 1962, Montana State University  
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- NORMAN WRIGHT**, *Instructor, Electrical Apprentice*  
Approved Vocational and Adult Instructor
- S. TONY ZARBANO**, *Instructor of Law Enforcement*  
B.S. in Police Science, 1959, Los Angeles State College  
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Dr. of Jurisprudence, 1970, Ohio Northern University  
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IRMA BARTH, *Bookstore Manager*  
BOB BASS, *Custodian*  
JACK CABRERA, *Custodian*  
TOMMIE CARANCHINI, *Secretary, Student Activities*  
DALE CHESER, *Custodian*  
LAWRENCE COOK, *Custodian*  
SHARON COOK, *Secretary, Admissions*  
HARVEY N. CRIM, *Business Manager*  
ROBERT W. DALTON, *Custodian*  
LINDA DAVLIN, *Secretary, Community Services*  
ROBERTA DAY, *Library Assistant*  
JILL DONKER, *Secretary, Assistant Dean of Instruction*  
SHIRLEY GITCHELL, *Secretary, Financial Aids*  
RUTH GREEN, *Secretary, Audio Visual*  
BESSE GUTHRIE, *Library Assistant*  
CAMILLE HANNON, *Secretary, Administration*  
JENNIE HARRINGTON, *Secretary, Instructional Materials*  
SANDRA HOFFER, *Library Assistant*  
MARION JANSEN, *Secretary, Dean of Instruction*  
PATRICIA KERKOW, *Bookkeeper*  
KAY ANN KRONSTEINER, *Bookkeeper*  
SHARLEEN LILLEBO, *Secretary, Bookstore*  
ALMA McGHAN, *Secretary, Admissions*  
GEORGE McKENZIE, *Buildings and Grounds Superintendent*  
JACQUELINE MORTON, *Coordinator, Coquille*  
ROBERT H. MILLER, *Coordinator of Community Services*  
DONALD L. MORRIS, *Custodian*  
MARVIN MAHAFFEY, *Watchman*  
ALTON NOEL, *Custodian*  
LEE OVERSTAKE, *Secretary, Dean of Student Services*  
CHERYL REDENIUS, *Secretary, Instructional*  
EVALINE ROBINSON, *Secretary, Study Center*  
LLOYD O. TAYLOR, *Custodian*  
YVONNE WILLIAMS, *Receptionist/Switchboard Operator*  
CONNIE WINGER, *Cashier*

# CAMPUS DIRECTORY



- A—Dellwood Hall**  
Admissions  
Administration  
Student Services  
Community Services
- B—Randolph Hall**  
Classrooms  
Faculty Offices  
Faculty Lounge
- C—Tioga Hall**  
Fine Arts (5)  
Home Economics (5)  
Drafting (5)  
Study Center (4)  
Listening Center (4)

- Tioga Hall (cont.)**  
Student Lounge (3)  
Library (Main)  
Bookstore (Lower Level)  
Audio-Visual (Lower Level)
- D—Sitkum Hall**  
Classrooms  
Faculty Offices
- E—Coaledo Hall**  
Classrooms, Laboratories  
Faculty Offices
- F—Prosper Hall**  
Gymnasium  
Physical Education  
Theatre

- G—Umpqua Hall**  
Automotive Shops  
Industrial Mechanics  
Machine Shops  
Welding
- H—Maintenance Shops**
- I—Tennis Courts**
- J—Playfield**
- K—Parking Lots**
- L—Empire Lakes**

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JANUARY							FEBRUARY							MARCH						
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## 1972

JANUARY							FEBRUARY							MARCH						
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